

# San Diego County 2001 OCCUPATIONAL OUTLOOK REPORT



A Product of the California Cooperative Occupational Information System, sponsored by:

**The San Diego Workforce Partnership, Inc.**

**The State of California Employment Development Department,  
Labor Market Information Division**

**and**

**The California Occupational Information Coordinating Committee**

California Occupational Information

Coordinating Committee

<http://www.soicc.ca.gov>

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## PURPOSE OF THE OCCUPATIONAL OUTLOOK REPORT

The San Diego Workforce Partnership, Inc. established by the City and County of San Diego to "provide for a regional, comprehensive system of planning and administration to promote effective and efficient use of regional employment and training resources." Included is labor market information services and the production of the *Occupational Outlook Report* which we research, compile, publish annually, and distribute countywide to provide an on going analysis of the San Diego County labor market.

Annually, specific occupations are targeted and employers throughout the county are contacted and provide information on qualifications, wages, benefits, and advancement opportunities. This information is published in a user-friendly format by:

- Job Seekers
- Career Counselors
- Program Planners
- Trainers
- Employers
- Economic Development Personnel
- Curriculum Designers
- Human Resource Managers
- Educators

### **San Diego Economy:**

The economy of the San Diego region has grown tremendously during the last half of the 1990s. Emerging from the recession of the early 1990s, the county's gross regional product (the total value of all goods and services produced in the region) increased from \$75 billion in 1995 to an estimated \$110 billion in 2000, and is projected to increase to \$117 billion during 2001. If we compare the region's gross regional product to that of other countries, San Diego would rank as the 37th largest economy in the world.

The unemployment rate for San Diego County peaked at 7.7%, and has steadily declined to an estimated 3% for 2000, a rate the region has not seen since the late 1950s. The strong local economy and the low unemployment rate have presented challenges for employers attempting to fill job openings. With a shrinking local labor pool and increasing skill requirements, employers have difficulty finding qualified applicants, which hampers growth and expansion.

To address this workforce and skill shortage, the San Diego Workforce Partnership launched the Regional Workforce Development Strategic Planning Initiative. Through this initiative, employers, educators, trainers, and workers are developing strategies to ensure that our region's workforce has the knowledge and skills required by area employers, and necessary for individuals to succeed in our increasingly diversified economy.

Over the last decade, employment in the San Diego economy has shifted, with a slightly greater percentage of employees working in the services sector, and a slightly smaller percentage working in the manufacturing sector. At the same time, however, employment in a high number of high technology "industry clusters" - which include both services and manufacturing employment - has expanded, and has helped to diversify our regional economy. Currently, San Diego's economic growth (in absolute numbers of employees) are business services, financial services, biotechnology and pharmaceuticals, communications, visitor industry services, software and computer services, and computer and electronics manufacturing.

As the local economy has changed, so have the workplace and the workplace demands. For most occupations, both existing workers and new entrants must meet an increasing demand for very specific and technical skills - skills they must possess if they are to be competitive in the area's labor market.

In most industries and for most occupations, employers are seeking computer literate workers with Internet savvy. At the same time, employers expect workers to possess such soft skills as customer service, communication, problem solving, critical thinking, and interpersonal relations. Both job seekers and current employees should be prepared to work in environments requiring flexibility, and the ability to work either independently or as member of a team.

Our research has documented employers' need for employees with these technical and soft skills. Employees having these types of skills will be able to move up career ladders and along career lattices. Education and training programs providing the cross occupational skills as well as the specific skills required for the region's key industry clusters, are needed if San Diego is to continue to grow, prosper, and provide opportunities for our region's workers.

With rapid changes in technology and advances in industry-specific knowledge, employers and employees alike need to support the concept of life-long learning, and invest in continuing education. At the same time, the community's leaders – working through the Regional Workforce Development Strategic Planning Initiative - can help ensure that quality education and training programs are available to support San Diego workers seeking to advance their careers and share in the area's increasing wealth.

### **How To Use This Report:**

Occupations in this report range from entry-level to new and emerging occupations throughout San Diego County. The format was specifically designed to be easy to use and understand. The introductory sections provide an overview and quick reference for the terminology and coding systems used throughout the report. Please review the Description of Individual Occupational Profiles to assist in interpreting the information.

For questions, please call the labor market information team at the San Diego Workforce Partnership, Inc. 619-238-1445.

## ACKNOWLEDGMENTS

The San Diego Workforce Partnership, Inc. would like to thank the San Diego **Local Occupational Information Coordinating Committee** (LOICC) members for their contributions to the San Diego 2001 Occupational Outlook Report. The LOICC guides the selection of occupations to be studied throughout the year, and establishes community linkages for input into the selection process. The profiled occupations were first nominated by career counselors, rehabilitation specialists, case managers, educators, program planners, and human resource managers; then finalized by the LOICC. Occupational titles are related to local education and training providers and are available through local community colleges, the Regional Occupational Program (ROP), adult education, private training providers, extended studies, colleges, and universities (included in Appendix A and are accessible through a state-wide data base of education and training providers at <http://www.soicc.ca.gov>).

The San Diego Workforce Partnership would like to thank:

Dr. Rachel Ruiz, Interim Associate Dean of Continuing Education Programs, Cuyamaca College  
for chairing this year's LOICC.

### Participants in the 2000 LOICC include:

Lorah Austin, San Diego State University, Psychology Department  
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Cheryl Rietz, California Department of Rehabilitation  
Gwynne Wady, United States Marine Corps,  
Career Resource Center  
Ashraf Yosofi, Comprehensive Training Systems

In collecting the data for the individual profiles, over 2,000 local employers graciously gave their time and provided reliable data and comments. Without their cooperation, the Occupational Outlook Report would not be possible. To all the participating employers, we express our appreciation and extend a BIG THANK YOU !

## METHODOLOGY

### Steps in Research

- 1. Occupational forecast:** Occupational projections are developed by the Employment Development Department, Labor Market Information Division, (LMID) and used to identify growing and declining occupations.
- 2. Occupation selection:** A list of 100 occupations is presented to an audience of vocational counselors, trainers, employers, and educators at the annual Occupational Outlook dissemination meeting. Attendees rate the importance of obtaining information for the identified occupations. The results are reviewed and the final occupations to be studied are selected by the Local Occupational Information Coordinating Committee (LOICC).
- 3. Questionnaire development:** Specific information needs for each occupation are determined, and questionnaires are developed by the Employment Development Department, LMID in response to local information needs.
- 4. Sample selection:** LMID generates employer samples by industry and employer size. Employers are contacted to verify that they employ persons in the occupation and are willing to participate in the project.
- 5. Employer Questionnaire:** Confidential employer questionnaires are conducted by telephone, fax, or mail. Completed questionnaires are reviewed for internal consistency and employers are re-contacted for clarification as needed.

- 6. Data entry and tabulation:** Completed questionnaires are reviewed and the responses entered in the California Cooperative Occupational Information System (CCOIS) database which generates detailed data tabulations. Wages included in this report are those paid by the employers participating in the questionnaires for employees at three levels of experience. The report does not include extreme wages.

- 7. Written analysis:** The data from those tabulations and other relevant information is carefully analyzed to prepare the individual occupational profiles. (To develop 28 profiles for the 2001 Occupational Outlook Report, data was collected between July 5 - September 8, 2000.)

### Report Distribution

1. The written analysis is presented at a public dissemination meeting, which is the initial step in publicizing the occupational information collected.
2. The Occupational Outlook Report is also distributed to high schools and community colleges, career counselors, vocational rehabilitation offices, employers, human service agencies, and library systems throughout San Diego County.
3. The 2001 Occupational Outlook Report is accessible at the Partnership's website: <http://www.workforce.org>.

## USES FOR THE 2001 OCCUPATIONAL OUTLOOK REPORT

The information in this report can be used by a variety of organizations and individuals for many different purposes. Possible uses include:

### **Career Decisions**

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment and training.

### **Curriculum Design**

Training providers can assess and update their curriculum based on current employer need and projected trends, as indicated in this report.

### **Economic Development**

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages useful in determining the potential for business growth and development in our labor market area.

### **Human Resource Management**

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

### **Program Marketing**

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

### **Program Planning**

This report provides local planners and administrators with employment, training, and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve and eliminate, or plan new programs.

This report is intended to be used as an informative reference to support these and many other decisions. To maximize the use of this information, please contact the Labor Market Information team at the San Diego Workforce Partnership, Inc. 619-238-1445.

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Activity Directors (1998)	195164999 2
<b>Assemblers and Fabricators - except Machine, Electrical, Electronic, and Precision (1998)</b>	<b>939560 4</b>
Assemblers - Electrical and Electronic Precision (1999)	931140 6
<b>Automotive Body, Related Repairers (2000)</b>	<b>853050 8</b>
Automotive Mechanics (2000)	853020 10
<b>Bill and Account Collectors (2000)</b>	<b>535080 12</b>
Bookkeeping, Accounting and Auditing Clerks, including Bookkeepers (1999)	553380 14
<b>Bus and Truck Mechanics and Diesel Engine Specialists (1999)</b>	<b>853110 16</b>
Call Center Workers (2000)	5351230999 18
<b>Chemical Equipment Controllers and Operators (Biotechnology) (1998)</b>	<b>929350999 20</b>
Chemical Equipment Controllers and Operators (Bio-Process / Pilot Plant Technicians) (1998)	No OES Code 22
<b>Chemical Equipment Controllers and Operators (Chemical Process/ Pilot Plant Technicians) (1998)</b>	<b>No OES Code 24</b>
Civil Engineers (1999)	221210 26
<b>Computer Engineers (1999)</b>	<b>221270 28</b>
Computer Network Administrator / Managers (2000)	31261999 30
<b>Computer Programmers, Including Aides (1998)</b>	<b>251051 32</b>
Computer Support Specialists (2000)	251040 34
<b>Concierge (1998)</b>	<b>352177999 36</b>
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<b>Correction Officers and Jailers (1999)</b>	<b>630170</b>	<b>40</b>
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Electrical and Electronic Engineers (1998)	221260	58
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Financial Planners (1998)	430142999	66
<b>Food Service Managers (1998)</b>	<b>150261</b>	<b>68</b>
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<b>Hotel Desk Clerks (1999)</b>	<b>538080</b>	<b>76</b>
Human Resource Technicians (1998)	166267999	78
<b>Inspectors, Testers and Graders - Precision (Manufacturing Assistants, Bio-Process) (1998)</b>	<b>830020</b>	<b>80</b>
Instructional Aides (1998)	315211	82
<b>Internet Web Site Designers / Developers (2000)</b>	<b>031064999</b>	<b>84</b>
Interpreters - Sign Language (1999)	137267998	86
<b>Licensed Vocational Nurses (2000)</b>	<b>325050</b>	<b>88</b>
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<b><u>OCCUPATIONAL TITLE</u></b> (Data Collection Date)	<b><u>OES CODE</u></b>	<b><u>PAGE</u></b>
Medical and Clinical Laboratory Assistants (1998)	329050	98
<b>Medical Assistants (1998)</b>	<b>660050</b>	<b>100</b>
Medical Secretaries (1998)	551050	102
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## DESCRIPTION OF INDIVIDUAL OCCUPATIONAL PROFILES

The topics and terms used in the 2001 Occupational Outlook Report profiles to explain the results of the labor market study are defined as follows.

The terms used throughout the report describing employers' responses are:

- **All:** 100% of the employers' responses
- **Almost all:** 80 - 99% of the employers' responses
- **Most:** 60 - 79% of the employers' responses
- **Many:** 40 - 59% of the employers' responses
- **Some:** 20 - 39% of the employers' responses
- **Few:** Less than 20% of the employers' responses

**Title and Definition of Occupation:** Most occupations have a six-digit occupational code and definition from the Occupational Employment Statistic (OES) classification system developed by the U.S. Department of Labor's Bureau of Labor Statistics (BLS). In these few cases where an occupation has not been assigned as OES code, the Employment Development Department, Labor Market Information Division (LMID) has assigned a modified OES code. The Dictionary of Occupational Titles (DOT) and O\*NET are other classification systems developed by the U.S. Department of Labor's Employment and Training Administration.

**Wages and Hours\*:** Wages included in this report are those paid by the employers participating in the questionnaire for employees at three levels of experience. The range and median of hourly wages are presented. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

- **New Hires with No Experience:** Wages paid to trained individuals, but without paid experience in the occupation.
- **New Hires with Experience:** Wages paid to journey-level or experienced individuals just starting at the firm.
- **After Three Years with the Firm:** Wages generally paid to individuals with more than three years of journey-level experience at the firm.

The distribution of full-time, part-time, on-call, temporary, and seasonal employees is reported, along with the average number of hours worked per week.

\*The 1998 - 2000 data reflects the increase in the minimum wage to \$5.75 effective March 1, 1998. However, the minimum wage increase to \$6.25 effective January 1, 2001 is not reflected.

**Shifts:** The four categories; Day, Swing, Graveyard, and Other (includes evening, afternoon, or weekend schedules) are reported based on employer responses.

**Fringe Benefits:** (1998 profiles) The percentage of firms offering benefits packages is reported based on employer responses. The following will assist the reader in understanding this section:

- Benefits may be offered, but not necessarily paid by the employer.
- Part-time benefits are not reported when there are few part-time workers in the occupation.
- Additional benefits identified by some employers are listed at the bottom of the section.
- An asterisk (\*), instead of a percentage, indicates that fewer than three employers responded and offered this benefit. This information is withheld to protect the confidentiality of individual responses.

(1999-2000 Profiles) - Benefits are usually presented for full-time employees. Percentages indicate who pays for a particular benefit, i.e., "E'er Pays All" is the percent of employers who pay for employees' entire benefit package; "Shared Cost" is the percent of employers who share the cost of benefits with their employees; "E'ee Pays All" is the percent of employees who pay for their benefits; and "Not Provided" is the percent of employers who do not provide the particular benefit.

**Education, Training, Experience, and Skills:** This section is a compilation of employer responses covering the following:

- Education and training required by the employers hiring for the occupation over the past year. While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report.
- Related work experience and the type required.
- Local education and training providers with relevant programs for nearly all occupations are listed in Appendix A.
- List of specified skills employers rated as very important.

**Supply and Demand:** Employers are asked to rate on a four-point scale the difficulty they have in finding experienced and inexperienced applicants to fill vacancies. The employers' responses are combined to form a weighted average using a formula that includes the number of new hires and the number of firms.

The following terms describe the degree of difficulty in finding applicants:

- **Very Difficult:** Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Qualified ~~applicants encounter~~ no competition in their job search.
- **Moderately Difficult:** Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Qualified ~~applicants may find~~ little competition in their job search.
- **Somewhat Difficult:** Employer demand is somewhat greater than the supply of qualified applicants. Applicants may find opportunities for job openings somewhat competitive.

- **Not Difficult:** Supply of qualified applicants is considerably greater ~~than demand~~. ~~Qualified applicants may find a~~ very competitive job market.

**Recruitment Methods:** Describes the three most frequent methods used to recruit new employees for the occupation and are reported in order.

**Turnover:** Turnover is reported as a percentage. It is based on vacancies (resulting from promotions and employees leaving the firm) filled over the last 12 months, divided by the total reported number of persons in that occupation. Terms used to describe turnover are:

- **Very Low:** Less than 6%
- **Moderately Low:** Between 6% and 10%
- **Moderate:** Between 11% and 20%
- **Moderately High:** Between 21% and 30%
- **High:** Over 30%

**Size of 2000 Employment:** This projects the size of employment in the occupation in relation to the total employment in the county. Terms used to describe occupational size are:

- **Small:** Less than 1,701 employees in the occupation (less than .15% of 2000 employment)
- **Medium:** Between 1,701 - 3,402 employees in the occupation (.15% to .299% of 2000 employment)
- **Large:** Between 3,403 - 7,371 employees in the occupation (.30% to .649% of 2000 employment)
- **Very Large:** More than 7,372 employees in the occupation (more than .65% of 2000 employment)

**Gender Representation:** Based on local employer responses, the percentage of female and male workers in each occupation is shown.

**Where the Jobs Are:** Identifies the industries providing the largest sources of employment for each occupation. The percentage indicated is derived from industry employment distribution data provided by Labor Market Information Division (LMID).

**Employers' Employment Outlook:** Identifies the number of employer responses used to develop the occupational profile and provides employers' employment outlook for the next two years.

**OES Growth Projections:** Provides the seven-year job opening projections (1997-2004) based on the OES projections developed by the Employment Development Department, LMID.

**New Job Growth Rate:** Provides the projected seven-year, new job growth rate and compares it to the average, new job growth rate (17.7%, 1997 - 2004) for the county. The following terms are applied to the new job growth rate for occupations in San Diego County:

- **Much Faster than Average:** 26.55% or more
- **Faster than Average:** 19.47% to 26.54%
- **Average:** 15.93% to 19.46%
- **Slower than Average:** 0.01% to 15.92%
- **Remain Stable:** Equal to 0%
- **Slow Decline:** Less than 0%

**Promotional Opportunities:** Lists those occupations that serve as promotional opportunities for the profiled occupations.

**Unionization/Collective Bargaining:** Shown as the percentage of the responding employers who report employees as members of a union or bargaining unit. Employees' wages that are subjected to collective bargaining or a union agreement are also reported.

**Alternative Job Titles:** Lists other possible titles employers use for employees whose duties/activities are described in the definition.

**Related Codes:** Lists DOT or O\*NET occupational codes related to the profiled occupation.

**Data Collection Date:** Provides the time period when the data was gathered from employers.

## SAN DIEGO ONE-STOP CAREER CENTER NETWORK

San Diego Workforce Partnership One-Stop Career Center Network offers six unique One-Stop Career Centers throughout San Diego County. These centers are designed to be a quick, easy way for job seekers and changers to access a full range of services, including links to area employers.

The One-Stop Career Center Network provides job training, career assessment, and recruitment for city and county residents. The network also provides recruitment services for employers looking to hire skilled, pre-qualified workers, as well as planning services for those facing layoffs or plant closures.

Even though each One-Stop offers universal access to all job seekers, individuals are encouraged to select the center that best fits their needs. Because the network combines the services of many partners, which include Community Colleges, the Employment Development Department and many others, it is also extremely flexible and allows for specialized services depending on the needs of the customer.

## SAN DIEGO ONE-STOP CAREER CENTER NETWORK LOCATIONS

### **Metro Career Center**

8401 Aero Drive  
San Diego, CA 92123  
858-974-7620  
858-974-9805 Fax

### **North County Career Center**

1935 East Valley Parkway  
Escondido, CA 92027  
760-738-0274  
760-738-8723 Fax

### **South Metro Career Center**

6145 Imperial Avenue  
San Diego, CA 92114  
619-266-3600  
619-266-3605 Fax

### **East County Career Center**

924 East Main Street  
El Cajon, CA 92021  
619-590-3900  
619-579-4720 Fax

### **South County Career Center**

1111 Bay Boulevard, Suite E  
Chula Vista, CA 91911  
619-424-1112  
619-424-1144 Fax

### **Inland North County Career Center**

5315 Avenida Encinas  
Carlsbad, CA 92008  
760-930-2400  
760-930-8014 Fax

<http://www.workforce.org>

# **SAN DIEGO COUNTY 2001 OCCUPATIONAL OUTLOOK REPORT**

## **OCCUPATIONAL PROFILES**

## ACTIVITY DIRECTORS

195164999

Activity Directors develop recreational, physical education, and cultural programs for various age groups. Organize and lead groups, such as senior citizens, children, and street gangs, in activities that meet interests of individual members. May demonstrate and instruct participants in activities, such as active sports, group dances and games, arts, crafts, and dramatics. May organize current-events discussion groups, or conduct consumer surveys. May promote group work concept of enabling members to develop their own program activities. May keep records; and may recruit, train, and supervise paid staff and volunteers.

## WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.50 - 15.00	\$10.82
Union:	\$7.00 - 15.27	\$12.84
New Hires, With Experience:	\$8.00 - 17.00	\$12.08
Union:	\$9.00 - 16.04	\$14.28
After Three Years With the Firm:	\$9.50 - 18.25	\$15.34
Union:	\$14.64 - 19.54	\$16.69

**Average Weekly Hours:** Many Activity Directors are seasonal workers and work 40 hours per week and many work full-time, 41 hours per week. A few work part-time, 23 hours per week.

## Fringe Benefits, % of employers offering\*

	<u>Full-Time</u>
Medical Insurance:	94%
Dental Insurance:	94%
Vision Insurance:	82%
Life Insurance:	76%
Paid Sick Leave:	94%
Paid Vacation:	100%
Retirement Plan:	76%

\*The percentage is based on the number of employers offering fringe benefits and responding to this question.

## EMPLOYER REQUIREMENTS

**Education:** Most recent hires have some college (but not necessarily a degree). Some have a bachelor degree usually in education or healthcare administration.

**Training:** Many firms never accept training as a substitute for work experience. Those that do, prefer applicants with 12 months training in recreational management or communications, plus a first aid and CPR certification. Applicants with word processing, spreadsheet, and database software skills are preferred. A state certificate is required for employment in any facility operating under Title 22 health care regulations and conducting recreational programs.

**Education / Training Providers:** See Appendix A, page 185

**Experience:** Many firms always require related work experience. Employers prefer applicants with 1-3 years experience as a Recreation Supervisor/Coordinator/Director or Program Director.

## Skills rated "very important":

Willingness to work weekends and long hours  
 Ability to plan recreational activities  
 Oral communication and verbal presentation skills  
 Customer service and interpersonal skills  
 Ability to work with various age groups  
 Knowledge of health and safety standards  
 Knowledge of various cultural backgrounds  
 Knowledge of event planning  
 Ability to hire and train staff  
 Ability to coordinate activities with other departments  
 Management skills  
 Ability to prepare budgets and write reports  
 Ability to use a computer  
 Knowledge of sports and recreational activities



## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Activity Directors**

Experienced Applicants: **Competitive**

Inexperienced Applicants: **Competitive**

### Recruitment Methods Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Public School or Program Referrals

**Turnover:** Moderately low, 10% in the past 12 months.

**Size of 2000 Employment:** Not available

**Gender Representation:** Local employer response indicates 68% female, 32% male

### Where The Jobs Are:

Amusement Parks  
Country Clubs  
Hotels and Resorts  
Local Governments  
Physical Fitness Facilities  
Retirement and Senior Centers  
Social Service Agencies  
Sports and Recreation Clubs  
Youth Day Care Centers and Camps

**Employers' Employment Outlook:** 18 employers provided data to develop this profile.

4 expect employment to grow and 14 project employment to remain stable over the next three years.

**OES Growth Projections:** Not available

**New Job Growth Rate:** Not available

## OTHER INFORMATION

**Promotional Opportunities:** Program Manager, Recreation Services Manager, Executive Director

**Unionization/Collective Bargaining:** Yes. 22% of employers and 28% of employees were unionized.

**Alternate Job Titles:** Recreation Specialist, Recreation Coordinator, Recreation Supervisor, Recreation Director

**Related DOT Codes:** 187.117-042, 187.117-054, 187.167-026, 187.167-230, 195.167-026

**Data Collection Date:** Summer 1998

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## ASSEMBLERS - ELECTRICAL AND ELECTRONIC EQUIPMENT – PRECISION

OES 931140

Assemblers of Electrical and Electronic Equipment-Precision assemble or modify prototypes or final assemblies of electrical or electronic equipment, such as missile control systems, radio and test equipment, computers, machine-tool numerical controls, radar, sonar, and telemetering systems, or appliances. This includes workers who primarily assemble electrical systems for machinery.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$5.75 - 7.00	\$6.50
New Hires, With Experience:	\$6.25 - 9.50	\$7.63
After Three Years With the Firm:	\$8.00 - 11.00	\$8.50

**Average Weekly Hours:** Almost all (83%) Assemblers work on a temporary or on-call basis, 40 hours per week. Few (17%) work permanent full-time, 40 hours per week.

**Shifts:** All (100%) employers report having day shifts. A few (13%) also have swing or graveyard shifts.

### Fringe Benefits, Who Pays\*

#### Full Time Employees

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Employee Pays All</u>
Medical Insurance:	27%	47%	7%
Dental Insurance:	7%	27%	13%
Vision Insurance:	7%	20%	7%
Life Insurance:	13%	7%	0%
Paid Sick Leave:	27%	13%	0%
Paid Vacation:	60%	13%	0%
Retirement Plan:	13%	20%	13%
Child Care:	0%	0%	0%
Other employers specified: 401-K Plan			

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Almost all (88%) firms require a high school diploma or equivalent. A few (12%) require less than a high school education.

**Training:** Most (62%) firms allow 3-6 months training as a substitute for work experience. Some (25%) provide on-the-job training for applicants.

**Education / Training Providers:** See Appendix A, page 185

**Experience:** Most (75%) firms prefer, but do not require, related work experience. Their preference is 3 - 24 months experience as a Mechanical or Medical Device Assembler or Machine Operator.

### Skills rated "very important":

Ability to pay attention to detail  
 Ability to do precision work  
 Good eyesight and color vision  
 Ability to do routine and repetitive work  
 Ability to work independently  
 Knowledge of safe working practices  
 Manual dexterity  
 Ability to work under pressure and meet deadlines  
 Ability to use hand and power tools  
 Ability to work on a team  
 Oral communication skills  
 Ability to read and follow instructions  
 Ability to read, interpret blue prints, and wiring diagrams  
 Knowledge of electrical specifications  
 Pass competency and soldering skills test

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Assemblers - Electrical and Electronic Equipment**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

### Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Walk-In Applicants.

**Turnover:** Very low, 3% in the past 12 months.

**Size of 2000 Employment:** Large - Between 3,402 - 7,371

**Gender Representation:** Local employer response indicates 61% female, 39% male

### Where The Jobs Are:

Computer and Office Equipment

Communications Equipment

Electronic Components and Equipment

**Employers' Employment Outlook:** 16 employers provided data to develop this profile.

12 project employment to grow and 3 expect it to remain stable and 1 expects employment to decline over the next two years.

**OES Growth Projections:** New jobs through 2004: 340

Separations to 2004: 720

\*Total Openings: 1,060

**New Job Growth Rate:** 8.2%\* Projected growth is slower than the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Alternate Job Titles:** Assembly Technician

**Related DOT Codes:** 721.381-014, 722.281-010, 722.381-010, 729.381-022

**Promotional Opportunities:** Lead Assembler, Supervisor, Quality Control Supervisor

**Unionization/Collective Bargaining:** None reported

**Data Collection Date:** Summer 1999

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

**ASSEMBLERS AND FABRICATORS - Except Machine, Electrical, Electronic and Precision****OES 939560**

Assemblers and Fabricators - except machine, electrical, electronic, and precision, in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. This includes assemblers whose duties are of a nonprecision nature. This does not include electrical, electronic, machine and precision assemblers, and workers who perform specialized operations exclusively as a part of assembly operations, such as riveting, welding, soldering, machining, or sawing.

**WAGES AND BENEFITS**

<b>Hourly Wages</b>	<b>Range</b>	<b>Median</b>
New Hires, No Experience:	\$5.75 - 8.00	\$5.85
New Hires, With Experience:	\$5.75 - 8.75	\$6.50
After Three Years With the Firm:	\$7.00 - 13.00	\$9.00

**Average Weekly Hours:** Almost all Assemblers and Fabricators work full-time, 40 hours per week. A few work on a temporary basis, or on a seasonal basis, 40 hours per week.

**Fringe Benefits, % of employers offering\***

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	92%
Vision Insurance:	50%
Life Insurance:	67%
Paid Sick Leave:	67%
Paid Vacation:	100%
Retirement Plan:	75%

\*The percentage is based on the number of employers offering fringe benefits and responding to this question.

**EMPLOYER REQUIREMENTS**

**Education:** Most recent hires have less than a high school education. A few have a high school diploma or equivalent or some college (but not necessarily a degree).

**Training:** Many firms always accept training as a substitute for work experience. Many employers provide 1-2 months in-house safety training.

**Education / Training Providers:** See Appendix A, page 185

**Experience:** Many firms never require related work experience. Those that do, prefer applicants with 6-12 months experience as Assemblers, Machine Shop, or Hand Tool Workers.

**Skills rated "very important":**

Willingness to do repetitive work  
 Ability to follow safe work practices  
 Ability to work well with others  
 Ability to work as part of a team  
 Ability to read; follow written, and oral instructions  
 Good eye-hand coordination  
 Interpersonal skills  
 Willingness to work with close supervision  
 Ability to work independently  
 Oral communication skills  
 Ability to use hand tools  
 Ability to withstand a noisy or dusty work environment  
 Willingness to work long and/or irregular hours  
 Ability to use small power tools  
 Punctuality and good attendance  
 Self motivation

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Assemblers and Fabricators**

Experienced Applicants: **Competitive**

Inexperienced Applicants: **Competitive**

### Recruitment Methods Most Frequently Used:

Employee Referrals, Newspaper Advertisements, Unsolicited Applicants

**Turnover:** Moderate, 11% in the past 12 months.

**Size of 2000 Employment:** Very large - 7,372 and above

**Gender Representation:** Local employer response indicates 52% female, 48% male

### Where The Jobs Are:

Aircraft and Parts  
Computer and Office Equipment  
Electronic Components  
Furniture and Home Furnishings  
Industrial Machinery Manufacturing  
Medical Instruments  
Sporting Goods  
Structural Metal Products  
Temporary Employment Agencies

**Employers' Employment Outlook:** 15 employers provided data to develop this profile.

10 project employment to grow. 4 expect employment to remain stable, and 1 expects employment to decline over the next three years.

**OES Growth Projections:** New jobs through 2004: 1,060  
Separations to 2004: 1,340  
\* Total Openings: 2,400

**New Job Growth Rate:** 12.1%\* Projected growth is slower than the county-wide average of 17.7%\*.

\*7 year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Lead Assembler, Shipping and Receiving Clerk, Shop/Floor/Production Supervisor

**Unionization/Collective Bargaining:** None reported

**Alternate Job Titles:** Manufacturing Operator, Production Cutter/Finisher, Iron Assembler, Assembly Worker Finisher

**Related DOT Codes:** 706.687-010, 739.687-030, 763.684-038, 809.684-010

**Data Collection Date:** Summer 1998

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## AUTOMOTIVE BODY AND RELATED REPAIRERS

OES 853050

Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$5.75 - 12.50	\$7.50
New Hires, With Experience:	\$8.00 - 21.58	\$13.50
After Three Years With the Firm:	\$10.00 - 32.00	\$20.50

**Average Weekly Hours:** All (100%) Autobody Repairers work full-time, 40 hours per week.

**Shifts:** All (100%) employers report having day shifts.

### Fringe Benefits, Who Pays\*

#### Full Time Employee

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	24%	47%	29%
Dental Insurance:	12%	18%	71%
Vision Insurance:	18%	18%	65%
Life Insurance:	12%	0%	82%
Paid Sick Leave:	65%	0%	35%
Paid Vacation:	76%	0%	24%
Retirement Plan:	24%	0%	76%
Child Care:	6%	0%	94%
Other employers specified: 401-K Plan, Profit Sharing			

\*The percentage is based on the number of employers responding to this question.  
Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** All (100%) firms require a high school diploma or equivalent.

**Training:** Some (25%) firms accept one year of training as a substitute for work experience. Many (47%) require 1-2 years vocational training and an I-CAR (training on up-to-date collision repair techniques) or an Automotive Service Excellence (ASE) Certification. ASE tests are conducted twice a year by American College Testing (ACT). Apprenticeships or on-the-job training is sometimes provided.

**Education / Training Providers:** See Appendix A, page 186

**Experience:** Most (65%) firms require 1-5 years work experience as a Autobody Repairer. A few (9%) accept two years experience as a Automotive Mechanic.

### Skills rated "very important":

Ability to work independently  
Ability to use hand and power tools  
Knowledge of painting techniques  
Ability to read and follow instructions  
Ability to do masking work  
Possession of own power tools  
Ability to tolerate dust and paint fumes  
Ability to use cutting and welding machinery  
Willingness to work with close supervision  
Good color perception  
Ability to lift at least 70 pounds

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		
Few Employers Hire		

Job Market for: **Autobody Repairers**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

### Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, Walk-In Applicants

**Turnover:** Moderate, 14% in the past 12 months.

**Size of 2000 Employment:** Small - Less than 1,701

**Gender Representation:** Local employer response indicates 9% female, 91% male

### Where The Jobs Are:

Automotive Repair Shops

Car Dealerships

**Employers' Employment Outlook:** 17 employers responded providing data representing 250 employees for this occupation.

9 employers project employment to grow and 8 expect it to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 230  
Separations to 2004: 320  
\*Total Openings: 550

**New Job Growth Rate:** 16.8%\* Projected growth is about the same as the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Detailer, Shop Foreman, Estimator, Shop Manager, Parts Manager, Production Manager

**Unionization/Collective Bargaining:** None reported

**Alternate Job Titles:** Autobody Technician, Body Technician

**Related Codes:** DOT - 807-361-010, 807.381-030, 807.684-010  
O\*NET - 49-3021.00

**Data Collection Date:** Summer 2000

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## AUTOMOTIVE MECHANICS

**OES 853020**

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.00 - 10.00	\$7.67
New Hires, With Experience:	\$8.25 - 25.00	\$13.71
After Three Years With the Firm:	\$12.00 - 27.81	\$20.00

**Average Weekly Hours:** All (100%) Automotive Mechanics work full-time, 41 hours per week.

**Shifts:** All (100%) employers report having day shifts.

#### Fringe Benefits, Who Pays\*

##### Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	31%	50%	13%
Dental Insurance:	19%	56%	19%
Vision Insurance:	25%	38%	31%
Life Insurance:	25%	31%	38%
Paid Sick Leave:	56%	0%	44%
Paid Vacation:	94%	0%	6%
Retirement Plan:	44%	31%	25%
Child Care:	0%	0%	100%
Other employers specified: 401-K, Paid Holidays			

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** All (100%) firms require a high school diploma or equivalent.

**Training:** Many (57%) firms accept 1-2 years training as a substitute for work experience. Many (50%) require 1-2 years vocational training and an I-CAR (training on up-to-date collision repair techniques) or Automotive Service Excellence (ASE) Certification. ASE tests are conducted twice a year by American College Testing (ACT). Training is available at community colleges, ROP, dealer sponsored factory training program, or apprenticeship.

**Education / Training Providers:** See Appendix A, page 187

**Experience:** Many (50%) firms require 2-5 years work experience as a Automotive Mechanic.

#### Skills rated "very important":

Ability to work independently  
 Ability to read and follow instructions  
 Ability to use hand and power tools  
 Ability to use electronic diagnostic equipment  
 Knowledge of safe working practices  
 Possession of a valid driver's license  
 Have a clean DMV driving record  
 Possession of own power tools  
 Ability to tune up engines  
 Ability to repair brakes  
 Strong work ethic  
 Ability to work well with others  
 Willingness to work with close supervision  
 Knowledge of fuel injection systems  
 Ability to repair air conditioning systems  
 Oral communication skills  
 Acceptance of drug free workplace



## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		
Few Employers Hire		

Job Market for: **Automotive Mechanics**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Little competition in job search**

### Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, School and Program Referrals

**Turnover:** Moderately low, 6% in the past 12 months.

**Size of 2000 Employment:** Very large - 7,372 and above

**Gender Representation:** Local employer response indicates 100% male

### Where The Jobs Are:

Automotive Repair Shops  
Auto Supply Store  
New and Used Car Dealerships

**Employers' Employment Outlook:** 16 employers responded providing data representing 301 employees for this occupation.

12 employers project employment to grow and 4 expect it to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 1,120  
Separations to 2004: 1,430  
\*Total Openings: 2,550

**New Job Growth Rate:** 15.2%\* Projected growth is slower than the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Shop Foreman, Assistant Manager, Service Manager, Shop Manager, Parts Manager, Dispatcher, Team Leader, Service Writer

**Unionization/Collective Bargaining:** None reported

**Alternate Job Titles:** None reported

**Related Codes:** DOT - 620.261-010, 620.261-012, 620.381-010,  
O\*NET - 49-3023.00, 49-3023.01

**Data Collection Date:** Summer 2000

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## BILL AND ACCOUNT COLLECTORS

**OES 535080**

Bill and Account Collectors locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Their duties include receiving payment and posting amounts to customer's account; sending statements to the credit department if the customer fails to respond, initiating repossession proceedings or service disconnection, and keeping records of collection and status of accounts. Does not include collectors of money from coin boxes.

## WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$5.75 - 10.02	\$9.50
New Hires, With Experience:	\$7.50 - 15.00	\$10.00
After Three Years With the Firm:	\$10.00 - 18.99	\$13.00

\*Combined union and non-union wages

**Average Weekly Hours:** Almost all (99%) Bill and Account Collectors work full-time, 40 hours per week.

**Shifts:** All (100%) employers report having day shifts.

### Fringe Benefits, Who Pays\*

#### Full Time Employees

	E'er Pays All	Shared Cost	Not Provided
Medical Insurance:	33%	39%	17%
Dental Insurance:	28%	28%	33%
Vision Insurance:	22%	17%	50%
Life Insurance:	33%	17%	39%
Paid Sick Leave:	78%	0%	11%
Paid Vacation:	83%	0%	6%
Retirement Plan:	39%	11%	33%
Child Care:	17%	6%	61%
Other employers specified: 401-K Plan, Stock Options, Profit Sharing Bus Transportation Passes			

\*The percentage is based on the number of employers responding to this question.  
Not all types of responses are shown, therefore, not all totals will equal 100%.

## EMPLOYER REQUIREMENTS

**Education:** All (100%) firms require a high school diploma or equivalent.

**Training:** Many (53%) firms accept six months training as a substitute for experience. Applicants with word processing and database software skills are preferred.

**Education / Training Providers:** See Appendix A, page 188

**Experience:** Some (28%) firms require six months to three years work experience as a Bill and Account Collector. Almost all (83%) accept 1-2 years experience as a Telemarketer, Phone Solicitor, Medical Biller, Customer Service Representative, Repossessor, or in a credit union or the insurance industry.

### Skills rated "very important":

Oral communication skills  
Customer service skills  
Ability to resolve billing disputes  
Ability to work independently  
Telephone answering skills  
Ability to read and follow instructions  
Knowledge of federal collection regulations  
Ability to interpret and explain policies  
Ability to use a computer  
Negotiation skills  
Record keeping skills  
Public contact skills  
Ability to interview others for information  
Problem solving skills  
Knowledge of skip tracing

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Bill and Account Collectors**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

### Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Internet

**Turnover:** Moderately high, 25% in the past 12 months.

**Size of 2000 Employment:** Medium - Between 1,701 - 3,402

**Gender Representation:** Local employer response indicates 57% female, 43% male

### Where The Jobs Are:

Banks and Credit Unions  
Credit Collection Agencies  
Doctors Offices  
Hospitals and Medical Labs  
Insurance and Mortgage Companies  
Local Government  
Nursing Facilities  
Temporary Employment Agencies  
Utility Companies

**Employers' Employment Outlook:** 18 employers responded providing data representing 240 employees for this occupation.

12 employers project employment to grow and 6 expect it to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 710  
Separations to 2004: 310  
\*Total Openings: 1,020

**New Job Growth Rate:** 39.7%\* Projected growth is much faster than the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Collector I, II, III, Floor Manager, Collection Supervisor, Department Manager, Credit Manager, Senior Collector, Recovery Officer, Collection Investigator, Customer Service Manager.

**Unionization/Collective Bargaining:** Yes. 11% of employers and 20% of employees were unionized.

**Alternate Job Titles:** Collector, Collection Servicing Specialist, Collection Analyst, Customer Service Representative, Account Collector, Patient Account Representative, Recovery Collector

**Related Codes:** DOT - 241.357-010, 241.367-010, 241.367-022  
O\*NET - 43-3011.00

**Data Collection Date:** Summer 2000

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

**BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS****OES 553380**

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. This does not include individuals whose primary duty is operating special office machines.

**WAGES AND BENEFITS**

<b>Hourly Wages</b>	<b>Range</b>	<b>Median</b>
New Hires, No Experience:	\$6.00 - 8.50	\$6.00
New Hires, With Experience:	\$7.00 - 12.00	\$10.00
After Three Years With the Firm:	\$10.00 - 15.34	\$12.00

**Average Weekly Hours:** Many (56%) Bookkeeping, Accounting, and Auditing Clerks work on a temporary or on-call basis, 39 hours per week. Some (34%) work full-time, 40 hours per week; and a few (9%) work part-time, 27 hours per week.

**Shifts:** All (100%) employers report having day shifts

**Fringe Benefits, Who Pays\*****Full Time Employees**

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	23%	15%	38%
Dental Insurance:	15%	15%	46%
Vision Insurance:	15%	8%	54%
Life Insurance:	8%	8%	62%
Paid Sick Leave:	23%	15%	38%
Paid Vacation:	23%	15%	38%
Retirement Plan:	8%	0%	69%
Child Care:	0%	0%	77%

Other employers specified: 401-K Plan

\*The percentage is based on the number of employers responding to this question.  
Not all types of responses are shown, therefore, not all totals will equal 100%.

**EMPLOYER REQUIREMENTS**

**Education:** Almost all (80%) firms require a high school diploma or equivalent. Some (20%) require an associate degree.

**Training:** Many (46%) firms require vocational training and allow that to substitute for work experience. Applicants with spreadsheet, word processing, and database software skills are preferred.

**Education / Training Providers:** See Appendix A, page 188

**Experience:** Most (73%) firms require 1-3 years of work experience in accounting related activities.

**Skills rated "very important":**

Ability to pay attention to detail  
 Ability to perform routine repetitive work  
 Ability to use 10-key adding machine  
 Ability to work under pressure and meet deadlines  
 Excellent record keeping skills  
 Oral communication skills  
 Ability to work independently  
 Organizational skills  
 Knowledge of computerized bookkeeping and payroll  
 Interpersonal and customer service skills  
 Business math skills  
 Knowledge of payroll processing  
 Knowledge of accounting principles  
 Willingness to work long hours  
 Ability to prepare bank deposits and handle cash  
 Ability to handle accounts payable and receivable  
 Ability to manually maintain journal ledgers

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X
Few Employers Hire		

Job Market for: **Bookkeeping, Accounting, and Auditing Clerks**  
Experienced Applicants: **Little competition in job search**  
Inexperienced Applicants: **Very competitive job search**

### Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Private Employment Agencies.

**Others include:** Colleges and Universities, Internet, Walk-In Applicants.

**Turnover:** Very low, 1% in the past 12 months.

**Size of 2000 Employment:** Very large - More than 7,371

**Gender Representation:** Local employer response indicates 71% female, 29% male

### Where The Jobs Are:

Accounting and Bookkeeping Services  
Car Dealers  
Community Colleges  
Construction  
Doctors Offices  
Grocery Stores  
Hotels and Motels  
Insurance Agents and Brokers  
Local, State, and Federal Government  
Real Estate Offices  
Religious Organizations  
Restaurants

**Employers' Employment Outlook:** 15 employers provided data to develop this profile.

10 project employment to grow and 5 expect employment to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 680  
Separations to 2004: 1,790  
\*Total Openings: 2,470

**New Job Growth Rate:** 4.5%\* Projected growth is slower than the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Alternate Job Titles:** Full Charge Bookkeeper, Payroll Specialist

**Related DOT Codes:** 210.382-014

**Promotional Opportunities:** Senior Bookkeeper, Full Charge Bookkeeper, Junior Accountant, Certified Public Accountant (with additional education)

**Unionization/Collective Bargaining:** None reported

**Data Collection Date:** Summer 1999

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS

OES 853110

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Includes mechanics working primarily with automobile diesel engines.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	- - -	- - -
Union:	\$13.00	\$13.00
New Hires, With Experience:	\$7.00 - 14.00	\$12.00
Union:	\$11.50 -17.78	\$12.00
After Three Years With the Firm:	\$11.00 - 20.00	\$15.00
Union:	\$14.00 - 20.00	\$15.00

**Average Weekly Hours:** Almost all (99%) Bus and Truck Mechanics work full-time, 41 hours per week.

**Shifts:** Almost all (89%) employers report having day shifts. Some (39%) also have swing and some (22%) have graveyard shifts.

### Fringe Benefits, Who Pays\*

	Full Time Employees		
	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>E'ee Pays All</u>
Medical Insurance:	41%	53%	0%
Dental Insurance:	35%	35%	6%
Vision Insurance:	29%	29%	6%
Life Insurance:	35%	24%	6%
Paid Sick Leave:	59%	6%	0%
Paid Vacation:	88%	6%	0%
Retirement Plan:	47%	12%	6%
Child Care:	0%	0%	0%

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Almost all (83%) firms require a high school diploma or equivalent. A few (17%) require less than a high school education.

**Training:** Many (59%) firms accept training as a substitute for work experience. Many (41%) employers require vocational training. Applicants trained in automotive electronics, or truck, and diesel engine repair are preferred.

**Education / Training Providers:** See Appendix A, page 189

**Experience:** Almost all (89%) firms require 2-5 years experience as a Automobile Mechanic or Machinist. Few employers report hiring inexperienced applicants.

### Skills rated "very important":

Knowledge of safe working practices  
 Ability to pay attention to detail  
 Ability to repair brakes  
 Knowledge of gas, diesel, and natural gas engines  
 Ability to use hand and power tools  
 Ability to work in awkward positions  
 Troubleshooting skills  
 Ability to read and interpret technical manuals  
 Ability to work independently  
 Ability to provide own hand tools  
 Possession of a valid drivers license  
 Ability to work under pressure and meet deadlines  
 Oral communication skills  
 Ability to keep accurate records  
 Knowledge of automotive electronics  
 Ability to use electronic diagnostic equipment  
 Ability to repair vehicle air conditioning systems

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		
Not Difficult		
Few Employers Hire		X

Job Market for: **Bus and Truck Mechanics**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Very competitive in job search**

### Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, In-House Promotion or Transfer.

**Others include:** Walk-In Applicants, Employment Development Department, Job Postings.

**Turnover:** Moderate, 14% in the past 12 months.

**Size of 2000 Employment:** Small - Less than 1,701

**Gender Representation:** Local employer response indicates 100% male

### Where The Jobs Are:

Construction  
Bus and Truck Repair Shops  
Local Schools and Government  
Local Trucking and Bus Operators  
Trucking and Courier Services

**Employers' Employment Outlook:** 18 employers provided data to develop this profile.

10 project employment to grow and 8 expect employment to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 200  
Separations to 2004: 200  
\*Total Openings: 400

**New Job Growth Rate:** 15.3%\* Projected growth is slower than the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Alternate Job Titles:** Diesel Truck Service Technician, Service Technician, Mechanic I, II, Mechanic A, B, C

**Related DOT Codes:** 620.281-050, 625.281-010

**Promotional Opportunities:** Lead Mechanic, Foreman, Shop Supervisor, Fleet Equipment Supervisor, Shift Supervisor, Supervising Manager, Operations Supervisor

**Unionization/Collective Bargaining:** Yes. 28% of employers and 70% of employees were unionized.

**Data Collection Date:** Summer 1999

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## CALL CENTER WORKERS

**531230999**

Call Center Workers place or receive telephone calls on behalf of an organization in order to facilitate sales, provide customer service, answer customers' questions, conduct research, or route calls to other divisions in the organization. They may promote and/or take orders for products or services. They may answer customer inquiries regarding accounts or membership in the organization. They may also receive customer complaints and resolve problems with service, billing, or credit. They use computers or process orders for products and services. Does not include employees who work primarily as Switchboard Operators or Dispatchers.

### WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$7.00 - 11.61	\$8.25
New Hires, With Experience:	\$7.00 - 12.11	\$9.25
After Three Years With the Firm:	\$8.00 - 15.76	\$11.00

\*Combined union and non-union wages

**Average Weekly Hours:** Most (70%) Call Center Workers work full-time, 40 hours per week. Some (25%) work part-time, 28 hours per week.

**Shifts:** All (100%) employers report having day shifts. A few reported evening shifts (12%) or swing shifts (6%).

### Fringe Benefits, Who Pays\*

#### Full Time Employees

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	25%	63%	0%
Dental Insurance:	25%	63%	0%
Vision Insurance:	31%	44%	6%
Life Insurance:	44%	19%	19%
Paid Sick Leave:	75%	0%	13%
Paid Vacation:	88%	0%	0%
Retirement Plan:	63%	13%	13%
Child Care:	19%	0%	69%

Other employers specified: 401-K Plan, Stock Options, Profit Sharing, Educational Assistance, Holiday Pay, Overtime Pay

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Most (76%) firms require a high school diploma or equivalent. A few (18%) require less than a high school education.

**Training:** Most (70%) firms accept six months of training as a substitute for work experience. Many (47%) require 3-6 months vocational training. On-the-job training is sometimes provided. Applicants with database, word processing, and spreadsheet software skills are preferred.

**Education / Training Providers:** No formal education or training programs for this occupation.

**Experience:** Some (24%) firms require nine months to two years work experience as a Call Center Worker. All (100%) accepted 6-12 months experience as a Phone Solicitor, Customer Service Representative, Hotel Front Desk Clerk, Reservationist, or In-House Sales Representative.

### Skills rated "very important":

Oral communication skills  
Customer service skills  
Interpersonal skills  
Telephone answering skills  
Ability to work independently  
Ability to read and follow instructions  
Ability to interview others for information  
Ability to use a computer  
Typing skills  
Spelling skills



## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Call Center Workers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

### Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Internet

**Others include:** Career Centers, CAL Jobs, Job Hotline

**Turnover:** Moderate, 11% in the past 12 months.

**Size of 2000 Employment:** Not available

**Gender Representation:** Local employer response indicates 64% female, 36% male

### Where The Jobs Are:

Catalog and Mail Order Firms

Hospitals

Insurance Companies

Local and Federal Government

Local Cable Operators

Local Transportation (Bus and Trolley Operators)

Local Utility Companies

Newspaper and Book Publishers

Software Companies

Telemarketing and Research Companies

Temporary Agencies

**Employers' Employment Outlook:** 17 employers responded providing data representing 2,952 employees for this occupation.

13 employers project employment to grow and 4 expect it to remain stable over the next two years.

**OES Growth Projections:** Not available

**New Job Growth Rate:** Not available

## OTHER INFORMATION

**Promotional Opportunities:** Sales Representative, Human Resource Assistant, Call Center Supervisor, Buyer, Team Leader, Team Trainer, Team Captain, Project Supervisor

**Unionization/Collective Bargaining:** Yes. 18% of employers and 9% of employees were unionized.

**Alternate Job Titles:** Customer Service Clerk, Telemarketer, Employment Program Representative

**Related Codes:** DOT - 299.357.014 O\*NET - None

**Data Collection Date:** Summer 2000

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## CHEMICAL EQUIPMENT CONTROLLERS AND OPERATORS (BIO-TECHNOLOGY)

929350999

Chemical Equipment Controllers and Operators (Bio-Technology) control or operate equipment to control chemical changes or reactions in the processing of industrial or consumer products. Typical equipment used are reaction kettles, catalytic converters, continuous or batch treating equipment, saturator tanks, electrolytic cells, reactor vessels, recovery units, and fermentation chambers.

For a more detailed analysis of Chemical Equipment Controllers and Operators see: Bio-Process/Pilot Plant Technicians, page 22; and Chemical Process/Pilot Plant Technicians, page 24

### WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$10.00 - 16.75	\$13.43
New Hires, With Experience:	\$11.00 - 21.50	\$16.78
After Three Years With the Firm:	\$13.50 - 31.25	\$19.18

\*Combined union and non-union wages

**Average Weekly Hours:** Most Chemical Equipment Controllers and Operators work full-time, 40 hours per week. Some work on a temporary or on-call basis, 40 hours per week.

### Fringe Benefits, % of employers offering\*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	76%
Vision Insurance:	65%
Life Insurance:	71%
Paid Sick Leave:	94%
Paid Vacation:	94%
Retirement Plan:	88%
Child Care:	6%
Other employers specified: 401-K Plan, Stock Options, Disability Insurance	

\*The percentage is based on the number of employers offering fringe benefits and responding to this question.

### EMPLOYER REQUIREMENTS

**Education:** Most recent hires have a bachelor degree.

**Training:** Many firms sometimes accept training as a substitute for work experience. Employers prefer applicants with training in good manufacturing practices. Applicants with spreadsheet, database, word processing, and Internet skills are preferred.

**Education / Training Providers:** See Appendix A, page 190

**Experience:** Many firms usually require related work experience. Employers prefer applicants with two years experience as a Chemical Process or Bio-Process Technician, or clean room, laboratory, or research experience.

### Skills rated "very important":

Ability to read and follow instructions  
 Record keeping skills  
 Knowledge of quality control guidelines  
 Ability to monitor gauges and signals  
 Ability to follow safe equipment operating practices  
 Ability to work as part of a team  
 Analytical and troubleshooting skills  
 Basic math skills  
 Ability to pay attention to detail  
 Ability to operate automated manufacturing equipment  
 Manual dexterity  
 Analytical and troubleshooting skills  
 Technical writing skills  
 Knowledge of aseptic processes  
 Oral communication skills

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
A Little Difficult		X
Not Difficult		

Job Market for: **Chemical Equipment Controllers and Operators**

Experienced Applicants: **Somewhat competitive**

Inexperienced Applicants: **Competitive**

### Recruitment Methods Most Frequently Used:

Newspaper Advertisements, Private Employment Agencies, Public School or Program Referrals

**Turnover:** Moderate, 18% in the past 12 months.

**Size of 2000 Employment:** Not available

**Gender Representation:** Local employer response indicates 41% female, 59% male

### Where The Jobs Are:

Biotechnology Research  
Chemical Products Manufacturing  
Pharmaceutical and Drug Manufacturing  
Temporary Staffing Agencies

**Employers' Employment Outlook:** 17 employers provided data to develop this profile.

14 project employment to grow and 3 expect employment to remain stable over the next three years.

**OES Growth Projections:** Not available

**New Job Growth Rate:** Not available

## OTHER INFORMATION

**Promotional Opportunities:** Quality Control Supervisor, Group Leader, or other management positions

**Unionization/Collective Bargaining:** Yes. 12% of employers and 5% of employees were unionized.

**Alternate Job Titles:** Staff Research Associate, Quality Control Associate, Production Chemist, Chemical Process Technician, Bio-Process Development Technician

**Related DOT Codes:** 012.261-014, 019.061-010, 078.261-014, 168.167-066, 559.664-014, 559.382-046

**Data Collection Date:** Summer 1998

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

The following definition is used by employers in the Bio-technology industry and is a subset of Chemical Equipment Controllers and Operators.

## **BIO-PROCESS/PILOT PLANT TECHNICIANS**

Bio-Process/Pilot Plant Technicians are responsible for the successful completion of bio-process activities as required to maintain production levels in compliance with GMPs (good manufacturing practices) involved in cell cultures. They assist in writing production procedures as necessary.

### **WAGES AND BENEFITS**

<b>Hourly Wages</b>	<b>Range</b>	<b>Median</b>
New Hires, No Experience:	\$11.50 - 15.50	\$13.43
New Hires, With Experience:	\$12.00 - 20.00	\$17.98
After Three Years With the Firm:	\$13.50 - 23.75	\$19.18

**Average Weekly Hours:** Half the Bio-Process/Pilot Plant Technicians work full-time, 40 hours per week. The other half work on a temporary or on-call basis, 40 hours per week.

### **Fringe Benefits, % of employers offering\***

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	71%
Vision Insurance:	71%
Life Insurance:	71%
Paid Sick Leave:	100%
Paid Vacation:	100%
Retirement Plan:	86%
Child Care:	14%
Other employers specified: 401-K Plan, Stock Options, Disability Insurance	

\*The percentage is based on the number of employers offering fringe benefits and responding to this question.

### **EMPLOYER REQUIREMENTS**

**Education:** Most recent hires have a bachelor degree. A few have an associate degree or some college (but not necessarily a degree).

**Training:** Many firms sometimes accept training as a substitute for work experience. Employers provide 1-3 months training in good manufacturing practices (GMP) and the use of analytical equipment. Applicants with spreadsheet, database, word processing, and Internet software skills are preferred.

**Education /Training Providers:** See Appendix A, page 190

**Experience:** Many firms usually require related work experience. Employers prefer applicants with two years prior experience as a Quality Control Technician, Bio-Process Technician, or Staff Research Associate.

### **Skills rated "very important":**

Ability to read, follow instructions, and pay attention to detail  
 Ability to follow safe equipment operating practices  
 Knowledge of quality control guidelines  
 Ability to monitor gauges and signals  
 Ability to work independently or as part of a team  
 Record keeping skills  
 Knowledge of proper disposal of chemical waste  
 Oral communication skills  
 Ability to operate automated manufacturing equipment  
 Knowledge of automated manufacturing processes  
 Manual dexterity  
 Analytical and troubleshooting skills  
 Basic math skills  
 Technical writing skills  
 Knowledge of aseptic processes

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
A Little Difficult		
Not Difficult		X

Job Market for: **Bio-Process/Pilot Plant Technicians**

Experienced Applicants: **Somewhat competitive**

Inexperienced Applicants: **Very competitive**

### Recruitment Methods, Most Frequently Used:

Newspaper Advertisements, Public School and Program Referrals

**Turnover:** Moderately low, 9% in the past 12 months.

**Size of 2000 Employment:** Not available

**Gender Representation:** Local employer response indicates 64% female, 36% male

### Where The Jobs Are:

Biotechnology Research  
Pharmaceutical and Drug Manufacturing  
Temporary Staffing Agencies

**Employers' Employment Outlook:** 7 employers provided data to develop this profile.

6 project employment to grow and 1 expects employment to remain stable over the next three years.

**OES Growth Projections:** Not available

**New Job Growth Rate:** Not available

## OTHER INFORMATION

**Promotional Opportunities:** Staff Associate, Senior Research Associate, Supervisor, Manager

**Unionization/Collective Bargaining:** Yes. 14% of employers and 9% of employees were unionized.

**Alternate Job Titles:** Staff Research Associate, Quality Control Associate, Bio-Process Development Technician

**Related DOT Codes:** 012.261-014, 078.261-014, 168.167-066

**Data Collection Date:** Summer 1998

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

The following definition is used by employers in the Bio-technology industry and is a subset of Chemical Equipment Controllers and Operators.

## CHEMICAL PROCESS/PILOT PLANT TECHNICIANS

Chemical Process/Pilot Plant Technicians assist in the successful production of chemical and bio-chemical products. They operate chromatography equipment. They prepare solutions used in the isolation and purification process. They maintain records to comply with regulatory requirements, GMPs (good manufacturing practices) and standard operating processes.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$10.00 - 16.75	\$13.67
New Hires, With Experience:	\$12.00 - 21.50	\$16.18
After Three Years With the Firm:	\$14.75 - 31.25	\$19.09

**Average Weekly Hours:** Almost all Chemical Process/Pilot Plant Technicians work full-time, 40 hours per week. A few work on a temporary or on-call basis, 40 hours per week.

### Fringe Benefits, % of employers offering\*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	80%
Vision Insurance:	60%
Life Insurance:	70%
Paid Sick Leave:	90%
Paid Vacation:	90%
Retirement Plan:	90%
Other employers specified: 401-K Plan, Stock Options, Disability Insurance	

\*The percentage is based on the number of employers offering fringe benefits and responding to this question.

### EMPLOYER REQUIREMENTS

**Education:** Most recent hires have a bachelor degree. Some have taken college courses (but not necessarily obtained a degree).

**Training:** Many firms sometimes accept training as a substitute for work experience. Applicants with training in good manufacturing practices. Applicants with spreadsheet, database, and word processing software skills are preferred.

**Education / Training Providers:** See Appendix A, page 190

**Experience:** Most firms usually require related work experience. Employers prefer applicants with two years experience as a Chemical Process or Bio-Process Technician or, clean room, laboratory, or research experience.

### Skills rated "very important":

Ability to read and follow instructions  
 Record keeping skills  
 Knowledge of quality control guidelines  
 Ability to monitor gauges and signals  
 Ability to follow safe equipment operating practices  
 Ability to work as part of a team  
 Analytical and troubleshooting skills  
 Ability to operate a computer  
 Basic math skills  
 Ability to pay attention to detail  
 Technical writing skills  
 Knowledge of aseptic processes  
 Instrumentation skills  
 Knowledge of combinational chemistry  
 Oral communication skills

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
A Little Difficult		X
Not Difficult		

### Job Market for: Chemical Process/Pilot Plant Technicians

Experienced Applicants: **Somewhat competitive**

Inexperienced Applicants: **Competitive**

### Recruitment Methods Most Frequently Used:

Private Employment Agencies, Public School or Program Referrals, Newspaper Advertisements

**Turnover:** Moderately high, 21% in the past 12 months.

**Size of 2000 Employment:** Not available

**Gender Representation:** Local employer response indicates 36% female 64% male

### Where The Jobs Are:

Biotechnology Research  
Chemical Products Manufacturing  
Pharmaceutical and Drug Manufacturing  
Temporary Staffing Agencies

**Employers' Employment Outlook:** 10 employers provided data to develop this profile.

8 project employment to grow and 2 expect employment to remain stable over the next three years.

**OES Growth Projections:** Not available

**New Job Growth Rate:** Not available

## OTHER INFORMATION

**Promotional Opportunities:** Quality Control Supervisor, Group Leader, or other management positions

**Unionization/Collective Bargaining:** Yes. 10% of employers and 4% of employees were unionized.

**Alternate Job Titles:** Staff Research Associate, Quality Control Associate, Production Chemist, Chemical Process Technician, Scientist

**Related DOT Codes:** 012.261-014, 019.061-010, 559.664-014, 559.382-046

**Data Collection Date:** Summer 1998

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## CIVIL ENGINEERS

OES 221210

Civil Engineers perform a variety of engineering work in planning, designing, and overseeing construction and maintenance of structures and facilities, such as roads, railroads, airports, bridges, harbors, channels, dams, irrigation projects, pipelines, power plants, water and sewage systems, and waste disposal units. This includes Traffic Engineers who specialize in studying vehicular and pedestrian traffic conditions.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$12.00 - 18.63	\$16.74
Union:	\$15.05 - 15.32	\$15.19
New Hires, With Experience:	\$14.62 - 23.97	\$18.75
Union:	\$16.25 - 25.68	\$21.00
After Three Years With the Firm:	\$18.70 - 33.56	\$24.29
Union:	\$18.79 - 32.37	\$24.71

**Average Weekly Hours:** Almost all (97%) Civil Engineers work full-time, 42 hours per week. A few (3%) work part-time, 28 hours per week.

**Shifts:** All (100%) employers report having day shifts.

### Fringe Benefits, Who Pays\*

#### Full Time Employees

	E'er Pays All	Shared Cost	E'ee Pays All
Medical Insurance:	68%	32%	0%
Dental Insurance:	63%	32%	5%
Vision Insurance:	58%	21%	0%
Life Insurance:	63%	26%	11%
Paid Sick Leave:	84%	11%	0%
Paid Vacation:	89%	11%	0%
Retirement Plan:	63%	32%	5%
Child Care:	5%	11%	0%

Other employers specified: Education Reimbursement, Paid Holidays, Long-Term Disability, Deferred Compensation Plan.

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** All (100%) firms require a bachelor degree.

**Training:** Some (20%) firms accept training as a substitute for work experience and some (26%) require vocational training. Applicants with word processing and spreadsheet software skills, as well as the ability to use CAD or Autocad systems are preferred. (Employers reported using Intergraph and Microstation software).

**Education / Training Providers:** See Appendix A, page 190

**Experience:** Most (63%) firms require 2-5 years related work experience. Few (15%) accept five years experience in design and construction.

### Skills rated "very important":

Ability to solve complex engineering problems  
 Ability to read and follow instructions  
 Ability to develop written recommendations/writing skills  
 Ability to read and analyze maps, drawings, blueprints, and aerial photographs  
 Ability to work under pressure  
 Ability to work on or manage a team  
 Oral communication skills  
 Ability to work independently  
 Advanced math skills  
 Ability to write technical material  
 Possession of a valid driver's license  
 Registered by the State Board of Professional Engineers  
 Familiar with computer-assisted engineering design software  
 Leadership and management skills  
 CAD drafting and computer graphic skill  
 Interpersonal skills



## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Civil Engineers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

### Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Trade Journals, Employee Referrals.

**Others include:** Colleges and Universities, Internet.

**Turnover:** Moderately low, 10% in the past 12 months.

**Size of 2000 Employment:** Medium - Between 1,702 - 3,401

**Gender Representation:** Local employer response indicates 10% female, 90% male

### Where The Jobs Are:

Civil Engineering and Architectural Services

Local Government

State Government

**Employers' Employment Outlook:** 19 employers provided data to develop this profile.

10 project employment to grow and 9 expect employment to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 330

Separations to 2004: 320

\*Total Openings: 650

**New Job Growth Rate:** 18.4%\* Projected growth is about the same as the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Alternate Job Titles:** Associate Civil Engineer, Junior Civil Engineer, Project Engineer, Resident Engineer, Civil Designer, Bridge Engineer/Designer, Design Engineer, Remediation Engineer, City Engineer

**Related DOT Codes:** 005.061-014, 005.061-038, 005.167-014

**Promotional Opportunities:** Assistant Design Engineer, Lead Engineer, Senior Engineer, Assistant Project Engineer, Senior Bridge Designer, Project Manager, Supervising Engineer, Senior Associate Engineer, Company Vice President

**Unionization/Collective Bargaining:** Yes. 26% of employers and 21% of employees were unionized.

**Data Collection Date:** Summer 1999

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## COMPUTER ENGINEERS

**OES 221270**

Computer Engineers analyze data processing requirements to plan EDP systems to provide system capabilities required for projected work loads. They plan layout and installation of new systems or modification of existing systems. They may set up and control analog or hybrid computer systems to solve scientific and engineering problems.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$12.00 - 16.78	\$14.92
New Hires, With Experience:	\$11.51 - 21.58	\$17.16
After Three Years With the Firm:	\$14.49 - 33.56	\$21.69

**Average Weekly Hours:** Almost all (94%) Computer Engineers work full-time, 42 hours per week. A few (6%) work part-time, 24 hours per week.

**Shifts:** All (100%) employers report having day shifts.

### Fringe Benefits, Who Pays\*

#### Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>E'ee Pays All</u>
Medical Insurance:	50%	50%	0%
Dental Insurance:	44%	50%	0%
Vision Insurance:	31%	25%	6%
Life Insurance:	38%	38%	6%
Paid Sick Leave:	81%	6%	0%
Paid Vacation:	94%	6%	0%
Retirement Plan:	63%	19%	0%
Child Care:	0%	6%	0%

Other employers specified: 401-K Plan, Education Reimbursement, 125 Spending Plan, Short and Long-Term Disability, Stock Purchase Plan

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Many (56%) firms require a bachelor degree. Some (25%) require an associate degree.

**Training:** Many (50%) firms accept 12-24 months of training in computer maintenance operations or have a network certification to substitute for work experience. Applicants with word processing, spreadsheet, and database computer software skills are preferred.

**Education / Training Providers:** See Appendix A, page 190

**Experience:** Most (69%) firms require 2-6 years related work experience in systems analysis, computer networking, or computer operations.

### Skills rated "very important":

Knowledge of computer hardware and software systems  
 Ability to pay attention to detail  
 Ability to work as a team  
 Ability to meet deadlines  
 Ability to read and follow instructions  
 Oral communication skills  
 Ability to work independently  
 Problem solving skills  
 Ability to work under pressure  
 Knowledge of computer design  
 Knowledge of micro and mainframe computer systems  
 Analytical skills  
 Computer programming skills  
 Knowledge of LAN/WAN systems  
 Possess a high level of theoretical expertise  
 Ability to write technical material  
 Multi-tasking skills

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Computer Engineers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

### Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Internet, Employee Referrals.

**Others include:** Colleges and Universities, Professional Networking.

**Turnover:** Moderate, 15% in the past 12 months.

**Size of 2000 Employment:** Large - Between 3,402 - 7,371

**Gender Representation:** Local employer response indicates 23% female, 77% male

### Where The Jobs Are:

Commercial Research

Computers and Electronic Design

Software Design

Temporary Agencies

**Employers' Employment Outlook:** 16 employers provided data to develop this profile.

8 project employment to grow, 7 expect employment to remain stable, and 1 expects employment to decline over the next two years.

**OES Growth Projections:** New jobs through 2004: 2,440  
Separations to 2004: 200  
\*Total Openings: 2,640

**New Job Growth Rate:** 66.1%\* Projected growth is much faster than the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Alternate Job Titles:** Business Applications Engineer, Systems Analyst, Systems Engineer, Systems Integrator, Hardware Engineer, Engineer Analyst, Information Analyst, Applications Systems Engineer, Applications Developer, Network Systems Engineer

**Related DOT Codes:** 033.167-010

**Promotional Opportunities:** Senior PC/Lan Specialist, Senior Engineer, Senior Network Engineer, Program Manager, Senior Computer Architect, Lead Engineer, Senior Systems Analyst, Applications Systems Analyst, Supervising Engineer

**Unionization/Collective Bargaining:** None reported.

**Data Collection Date:** Summer 1999

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## COMPUTER NETWORK ADMINISTRATORS AND MANAGERS

**031262999**

Computer Network Administrators and Managers direct and oversee a firm's computer network and its related computing environments, including hardware, software, and all configurations. The network may be a Local Area Network (LAN) or a Wide Area Network (WAN) or both. They may make recommendations or make decisions regarding the purchase of equipment and report the fiscal impact to other company managers. They often plan and track projects, write proposals, and troubleshoot both operating system software and hardware. They often manage a team consisting of analysts and technicians, although in smaller companies they may work independently.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	- - -Insufficient Data - - -	
New Hires, With Experience:	\$11.99 - 25.57	\$20.03
After Three Years With the Firm:	\$16.78 - 33.56	\$26.37

**Average Weekly Hours:** All (100%) Computer Network Administrators and Managers work full-time, 40 hours per week.

**Shifts:** All (100%) employers report having day shifts.

### Fringe Benefits, Who Pays\*

#### Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	53%	47%	0%
Dental Insurance:	63%	32%	5%
Vision Insurance:	58%	16%	26%
Life Insurance:	58%	26%	16%
Paid Sick Leave:	95%	0%	5%
Paid Vacation:	100%	0%	0%
Retirement Plan:	58%	26%	5%
Child Care:	11%	0%	84%
Other employers specified: 401-K Plan, Long-Term Disability, Stock Options, Profit Sharing			

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Many (53%) firms require a bachelor degree. Some either require a high school diploma or equivalent (26%) or an associate degree (21%).

**Training:** A few (16%) firms accept one year of training as a substitute for work experience. Some (26%) require one year of vocational training. Employers look for Certified Network Engineers (CNE) and Microsoft Certified System Engineers (MCSE). Applicants with word processing, spreadsheet, database, Internet, and e-mail application skills are preferred.

**Education / Training Providers:** See Appendix A, page 191

**Experience:** Almost all (95%) firms require 2-3 years of experience as a Network Administrator. Some (21%) accept other computer experience.

### Skills rated "very important":

Troubleshooting skills  
 Ability to analyze data and solve problems  
 Knowledge of personal computer operating systems  
 Knowledge of local area networks (LAN)  
 Knowledge of networking systems  
 Knowledge of software applications  
 Knowledge of e-mail systems  
 Ability to work independently  
 Ability to evaluate customer needs  
 Ability to read and follow instructions  
 Oral communication skills

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		Insufficient
Moderately Difficult	X	Data
Not Difficult		
Few Employers Hire		

Job Market for: **Computer Network Administrators and Managers**  
Experienced Applicants: **Little competition in job search**  
Inexperienced Applicants: **Insufficient Data**

### Recruitment Methods, Most Frequently Used:

Internet, Newspaper Advertisements, Private Employment Agencies, Employee Referrals

**Turnover:** Moderately low, 9% in the past 12 months.

**Size of 2000 Employment:** Not available

**Gender Representation:** Local employer response indicates 16% female, 84% male

### Where The Jobs Are:

Computer Network Administrators can be found in large, medium, and small sized companies that operate either a large area network (LAN), or wide area network (WAN).

**Employers' Employment Outlook:** 19 employers responded providing data representing 44 employees for this occupation.

11 employers project employment to grow and 8 expect it to remain stable over the next two years.

**OES Growth Projections:** Not available

**New Job Growth Rate:** Not available

## OTHER INFORMATION

**Promotional Opportunities:** Senior System Administrator, Senior Engineer, Vice President of Engineering.

**Unionization/Collective Bargaining:** None reported

**Alternate Job Titles:** System Administrator, Network Engineer, NT Network Administrator, Computer, Network Engineer, MIS Manager.

**Related Codes:** Not available

**Data Collection Date:** Summer 2000

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## COMPUTER PROGRAMMERS - INCLUDING AIDES

OES 251051

Computer Programmers, Including Aides convert symbolic statements of administrative data, business, scientific, engineering, and other technical problem formulations into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$9.00 - 19.25	\$14.65
New Hires, With Experience:	\$11.50 - 28.75	\$19.18
After Three Years With the Firm:	\$14.50 - 36.00	\$23.44

**Average Weekly Hours:** Most Computer Programmers work full-time, 43 hours per week. Some work on a temporary or on-call basis, 40 hours per week. A few work part-time, 28 hours per week.

### Fringe Benefits, % of employers offering\*

	<u>Full-Time</u>	<u>Part-Time</u>
Medical Insurance:	100%	6%
Dental Insurance:	94%	6%
Vision Insurance:	69%	- - -
Life Insurance:	88%	- - -
Paid Sick Leave:	88%	- - -
Paid Vacation:	94%	6%
Child Care:	13%	- - -
Other employers specified: 401-K Plan, Stock Purchase Plan, Tuition Reimbursement		

\*The percentage is based on the number of employers offering fringe benefits and responding to this question.

### EMPLOYER REQUIREMENTS

**Education:** All recent hires have a bachelor degree. Some have completed a graduate degree.

**Training:** Many firms sometimes accept training as a substitute for work experience. Applicants with word processing, spreadsheet, database, and Internet software skills are preferred.

**Education / Training Providers:** See Appendix A, page 194

**Experience:** Most firms always require related work experience. Employers prefer applicants with 1-4 years experience as a Programmer Analyst, Software Developer/Engineer, or Database Developer.

### Skills rated "very important":

Ability to work as part of a team  
 Knowledge of software applications  
 Ability to de-bug computer programs  
 Ability to work under pressure  
 Detail oriented and ability to think logically  
 Ability to work independently  
 Ability to concentrate for long periods of time  
 Knowledge of Visual Basic, C, C++  
 Oral communication and presentation skills  
 Knowledge of minicomputer hardware and operating systems  
 Knowledge of UNIX and SQL databases  
 Ability to write testing programs  
 Knowledge of hardware configurations and PC work stations  
 Ability to write technical material  
 Knowledge of graphics programming  
 Knowledge of Delphi, 4th Generation, and Java programming languages  
 Knowledge of client/server environments

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
A Little Difficult		
Not Difficult		

### Job Market for: Computer Programmers

Experienced Applicants: **Somewhat competitive**

Inexperienced Applicants: **Somewhat competitive**

### Recruitment Methods Most Frequently Used:

Employee Referrals, Newspaper Advertisements, In-House Promotion or Transfer

**Turnover:** Moderately low, 10% in the past 12 months.

**Size of 2000 Employment:** Large - Between 3,403 - 7,371

**Gender Representation:** Local employer response indicates 14% female, 86% male

### Where The Jobs Are:

Computer and Data Processing Services  
Engineering and Architectural Services  
Government  
Research and Testing Facilities  
Software Design

**Employers' Employment Outlook:** 16 employers provided data to develop this profile.

10 project employment to grow and 6 expect employment to remain stable over the next three years.

**OES Growth Projections:** New jobs through 2004: 860  
Separations to 2004: 1,390  
\*Total Openings: 2,250

**New Job Growth Rate:** 14.2%\* Projected growth is slower than the county-wide average of 17.7%\*.  
\*7 year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Senior Programmer, Systems Analyst, Project Manager

**Unionization/Collective Bargaining:** None reported

**Alternate Job Titles:** Programmer Analyst, Applications Developer, Software Engineer, Programmer Engineer

**Related DOT Codes:** 030.162-010

**Data Collection Date:** Summer 1998

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## COMPUTER SUPPORT SPECIALISTS

OES 251040

Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems.

### WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	- - - Does Not Hire - - -	
New Hires, With Experience:	\$10.50 - 20.00	\$16.04
After Three Years With the Firm:	\$12.25 - 29.68	\$19.72

\*Combined union and non-union wages

**Average Weekly Hours:** Almost all (96%) Computer Support Specialists work full-time, 41 hours per week.

**Shifts:** All (100%) employers report having day shifts. A few either have swing shifts (11%) or graveyard shifts (6%).

### Fringe Benefits, Who Pays\*

#### Full Time Employees

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	50%	33%	6%
Dental Insurance:	33%	44%	11%
Vision Insurance:	33%	22%	33%
Life Insurance:	61%	6%	22%
Paid Sick Leave:	83%	0%	11%
Paid Vacation:	83%	0%	11%
Retirement Plan:	28%	22%	17%
Child Care:	6%	0%	83%
Other employers specified: 401-K Plan, Stock Options, Paid Holidays, Profit Sharing			

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Many (50%) firms require a high school diploma or equivalent. Some (33%) require a bachelor degree and a few (17%) require an associate degree.

**Training:** Many (44%) firms accept one year of training as a substitute for work experience. Some (33%) require 1-2 years of vocational training, such as commercially based programs leading to Microsoft or Novell certification. Applicants with database, word processing, and spreadsheet skills are preferred. Experience in e-mail, Internet, Power Point, Quark Express, and UNIX operating systems is also valuable.

**Education / Training Providers:** See Appendix A, page 195

**Experience:** All (100%) firms require 1-2 years work experience as a Computer Support Specialist. Many (44%) accept 1-2 years experience as a Technical End User, Quality Assurance Technician, Computer Programmer, or Telephone Maintenance Technician. Internships are also accepted.

### Skills rated "very important":

Customer service skills  
 Oral communication skills  
 Troubleshooting skills  
 Ability to work independently  
 Knowledge of personal computer operating systems  
 Ability to work under pressure  
 Knowledge of e-mail systems  
 Ability to provide technical assistance to system users  
 Knowledge of networking systems  
 Ability to read and understand operating manuals  
 Good verbal articulation skills  
 Ability to do accurate work



## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		Does
Moderately Difficult	X	Not
Not Difficult		Hire
Few Employers Hire		

Job Market for: **Computer Support Specialists**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Does Not Hire**

### Recruitment Methods, Three Most Frequently Used:

Internet, Employee Referrals, Newspaper Advertisements

**Others include:** Career Centers, Career Fairs

**Turnover:** Moderately high, 27% in the past 12 months.

**Size of 2000 Employment:** Large - Between 3,403 - 7,371

**Gender Representation:** Local employer response indicates 22% female, 78% male

### Where The Jobs Are:

Computer and Data Processing Services  
Professional and Commercial Equipment  
Research and Testing Facilities  
Software Development Companies

**Employers' Employment Outlook:** 18 employers responded providing data representing 118 employees for this occupation.

8 employers project employment to grow and 10 expect it to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 2,100  
Separations to 2004: 230  
\*Total Openings: 2,330

**New Job Growth Rate:** 47.5%\* Projected growth is much faster than the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Lead System Specialist, System Analyst, Information Services Manager, System Administrator, LAN Administrator, IT Specialist, Manager, Network Operations Engineer, Junior Programmer

**Unionization/Collective Bargaining:** Yes. 6% of employers and 2% of employees were unionized.

**Alternate Job Titles:** Information System Specialist, Information Technology Specialist, Information Systems Coordinator, Network Technician, Technical Support Specialist, Customer Service Developer, Computer Support Representative, System Specialist, IT/IS Specialist, Help Desk Technician, Help Desk Support Specialist, PC Technician, Support Technician, Training Support Specialist, Client Support Specialist

**Related Codes:** DOT - 032.262-010, 033.162-018  
O\*NET - 15-1041.00

**Data Collection Date:** Summer 2000

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## CONCIERGE

**352177999**

Concierge are staff members of businesses such as: hotels, hospitals, or resorts. They assist guests of the facility with personal needs by utilizing knowledge of the facilities, local merchants and attractions. They make reservations; arrange tours and local transportation; make referrals to local restaurants, amusements, medical facilities, churches, theatres, libraries, museums and child care providers. They may obtain tickets for guests to social and recreational events or for travel. They may assist with special requests and business needs of guests regarding: conference calls, luggage, mail, computer usage and other guest services.

### WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$6.00 - 8.00	\$7.25
New Hires, With Experience:	\$6.75 - 9.00	\$8.00
After Three Years With the Firm:	\$6.75 - 12.00	\$9.79

\*Range could increase \$1.00 - \$2.00 if tips are included.

**Average Weekly Hours:** Approximately half the Concierges work full-time, 38 hours per week and the other half work part-time, 27 hours per week.

### Fringe Benefits, % of employers offering\*

	<u>Full-Time</u>	<u>Part-Time</u>
Medical Insurance:	100%	27%
Dental Insurance:	100%	27%
Vision Insurance:	53%	20%
Life Insurance:	73%	27%
Paid Sick Leave:	67%	27%
Paid Vacation:	93%	27%
Retirement Plan:	73%	20%
Other employers specified: 401-K Plan, Profit Sharing		

\*The percentage is based on the number of employers offering fringe benefits and responding to this question.

### EMPLOYER REQUIREMENTS

**Education:** All recent hires have some college (but not necessarily a degree).

**Training:** Most firms sometimes accept training as a substitute for work experience. Many employers provide on-the-job training. Applicants with word processing, database, desktop publishing, and Internet software skills are preferred.

**Education / Training Providers:** See Appendix A, page 197

**Experience:** Many firms sometimes require related work experience. Employers prefer applicants with 12-15 months experience as a Hotel Front Desk Clerk, Hotel Sales Representative, or Public Relations Representative.

### Skills rated "very important":

Public contact and customer service skills  
 Well groomed  
 Oral communication skills  
 Ability to assist guests with personal needs  
 Ability to read and follow instructions  
 Map reading skills and ability to give directions  
 Willingness to work nights, weekends, and holidays  
 Ability to work independently  
 Familiar with local tourist attractions  
 Familiar with local shopping and retail merchants  
 Ability to assist with guest transportation needs (car rental)  
 Familiar with local restaurants and eating establishments  
 Ability to arrange tours  
 Knowledge of employer policies and operation procedures  
 Knowledge of local churches and hospitals  
 Knowledge of emergency first aid  
 Knowledge of child care providers  
 Computer literate

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
A Little Difficult		
Not Difficult		

### Job Market for: Concierge

Experienced Applicants: **Somewhat competitive**

Inexperienced Applicants: **Somewhat competitive**

### Recruitment Methods Most Frequently Used:

Employee Referrals, In-House Promotion or Transfer, Newspaper Advertisements

**Turnover:** Moderately high, 28% in the past 12 months.

**Size of 2000 Employment:** Not available

**Gender Representation:** Local employer response indicates 72% female, 18% male

### Where The Jobs Are:

Car Rental Agencies  
Hotels, Resorts, and Spas  
Tour Operators

**Employers' Employment Outlook:** 16 employers provided data to develop this profile.

8 project employment to grow and 8 expect employment to remain stable over the next three years.

**OES Growth Projections:** Not available

**New Job Growth Rate:** Not available

## OTHER INFORMATION

**Promotional Opportunities:** Chief Concierge, Front Desk Supervisor, Sales Manager, Marketing Representative

**Unionization/Collective Bargaining:** None reported

**Alternate Job Titles:** None reported

**Related DOT Codes:** None available

**Data Collection Date:** Summer 1998

### Occupational Note:

Concierges appear to have multiple levels of professionalism. One consists of employment in "up-scale" hotels and resorts which pride themselves on customer service and personal accommodations delivered by their Concierge staff. Concierges take great pride in their occupation and consider it a career. Many are members of the local San Diego Concierge Association and/or the International Association of Les Clefs D'Or, USA Ltd. Another level consists of employment at large "chain" hotels which also provide excellent customer service and outstanding accommodations. The position is often viewed as a step on the career ladder, though many in the position were very satisfied being a Concierge. Another level currently emerging is contracting out of concierge services to related businesses, such as auto rental agencies or tour companies. A more recent entrant in the field is the offering of concierge type services and activities to area visitors and guests using Internet web sites.

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## CONCRETE AND TERRAZZO FINISHERS

**OES 873110**

Concrete and Terrazzo Finishers apply cement, sand, pigment, and marble chips to floors, stairways, and cabinet fixtures to finish and attain durable and decorative surfaces according to specifications and drawings. They finish surfaces of freshly poured concrete walls, roads, walkways, and ornamental stone facings of concrete structural products to remove imperfections. This category includes Concrete Rubbers.

### WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$9.00 - 10.00	\$9.50
New Hires, With Experience:	\$12.00 - 22.22	\$16.00
After Three Years With the Firm:	\$13.00 - 26.67	\$20.00

\*Combined union and non-union wages

**Average Weekly Hours:** Almost all (90%) Concrete and Terrazzo Finishers work full-time, 40 hours per week. A few (10%) work on a temporary or on call basis, 31 hours per week.

**Shifts:** All (100%) employers report having day shifts.

### Fringe Benefits, Who Pays\*

#### Full Time Employees

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	69%	8%	23%
Dental Insurance:	23%	8%	69%
Vision Insurance:	15%	0%	85%
Life Insurance:	15%	0%	85%
Paid Sick Leave:	8%	0%	92%
Paid Vacation:	62%	0%	38%
Retirement Plan:	31%	8%	54%
Child Care:	0%	0%	100%

\*The percentage is based on the number of employers responding to this question.  
Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Most (67%) firms require a high school diploma or equivalent. Some (33%) require less than a high school education.

**Training:** Some (21%) firms accept 1-2 years training as a substitute for work experience. Some (20%) require 1-3 years vocational, apprenticeships, or on-the-job training.

**Education / Training Providers:** See Appendix A, page 197

**Experience:** Almost all (87%) firms require 1-5 years work experience as a Cement Mason or Terrazzo Finisher. A few (17%) accept one year experience in concrete work, construction, or landscaping.

### Skills rated "very important":

Ability to do strenuous physical work  
Ability to work independently  
Ability to do a lot of bending and stooping  
Ability to use hand tools  
Ability to work on a team  
Ability to stand for long periods of time  
Possession of manual dexterity  
Ability to follow oral and written instructions  
Willingness to work overtime  
Ability to use power tools  
Knowledge of safe working practices  
Provide own power tools

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		
Few Employers Hire		

Job Market for: **Concrete and Terrazzo Finishers**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

### Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, Walk-In Applicants

**Turnover:** Moderate, 15% in the past 12 months.

**Size of 2000 Employment:** Medium - Between 1,701 - 3,402

**Gender Representation:** Local employer response indicates 100% male

### Where The Jobs Are:

Concrete Contractors

Construction Companies

Masonry, Stonework, and Plastering Contractors

**Employers' Employment Outlook:** 15 employers responded providing data representing 224 employees for this occupation.

10 employers project employment to grow and 5 expect it to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 620  
Separations to 2004: 390  
\*Total Openings: 1,010

**New Job Growth Rate:** 33.3%\* Projected growth is much faster than the county-wide average of 17.7%\*.  
\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Foreman, Senior Cement Mason, Field Supervisor

**Unionization/Collective Bargaining:** Yes. 7% of employers and 2% of employees were unionized.

**Alternate Job Titles:** Concrete Laborer, Cement Mason, Form Setter, Terrazzo Finisher, Terrazzo Installer

**Related Codes:** DOT - 032.262-010, 033.162-018  
O\*NET - 47-2051.00

**Data Collection Date:** Summer 2000

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## CORRECTION OFFICERS AND JAILERS

**OES 630170**

Correction Officers and Jailers guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other point, traveling by automobile or public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$8.17	\$8.17
Union:	\$11.07 - 14.94	\$12.24
New Hires, With Experience:	\$10.12	\$10.12
Union:	\$11.07 - 14.94	\$14.21
After Three Years With the Firm:	\$12.24	\$12.24
Union:	\$12.20 - 20.02	\$15.70

**Average Weekly Hours:** Almost all (96%) Correction Officers and Jailers work full-time, 42 hours per week. A few (4%) work on a temporary or on-call basis, 40 hours per week.

**Shifts:** All (100%) employers report having day, swing, and graveyard shifts.

### Fringe Benefits, Who Pays\*

#### Full Time Employees

	E'er Pays All	Shared Cost	E'ee Pays All
Medical Insurance:	40%	40%	20%
Dental Insurance:	40%	40%	20%
Vision Insurance:	40%	40%	20%
Life Insurance:	40%	40%	20%
Paid Sick Leave:	60%	40%	0%
Paid Vacation:	60%	40%	0%
Retirement Plan:	40%	60%	0%
Child Care:	0%	20%	0%

Other employers specified: 401-K Plan, Uniform Allowance, Overtime Pay, Annual Bonus

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Almost (80%) all firms require a high school diploma or equivalent. Some (20%) require a bachelor degree.

**Training:** No firms accept vocational training as a substitute for work experience. Most (40%) require vocational training in criminal justice or social science.

**Education / Training Providers:** See Appendix A, page 198

**Experience:** Most (60%) firms do not require related work experience. Those that do, prefer 24- 36 months experience in military security, social work, supervisory, or management positions; but responding employers report rarely hiring experienced applicants.

### Skills rated "very important":

Oral communication skills  
 Ability to read and follow instructions  
 Ability to work under pressure and handle crisis situations  
 U.S. citizen and 21 years of age  
 Ability to pass pre-employment drug screening  
 Ability to observe and report on prisoner activity  
 Ability to work independently  
 No felony convictions  
 Ability to stand continuously for two or more hours  
 Willingness to work nights, weekends, holidays, and overtime  
 Training in criminal justice, police science, or criminology  
 Ability to apply force to maintain discipline  
 Ability to pass a pre-employment medical exam  
 Ability to pass a physical performance test  
 Ability to pass pre-employment written and/or oral exams  
 Willingness to work with close supervision

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
Not Difficult		X
Few Employers Hire	X	

Job Market for: **Correction Officers and Jailers**

Experienced Applicants: **Very competitive job search**

Inexperienced Applicants: **Very competitive job search**

### Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Walk-In Applicants, Internet.

**Others include:** Job Postings, Hotline, State Government Recruitment.

**Turnover:** Moderate, 11% in the past 12 months.

**Size of 2000 Employment:** Medium - Between 1,702 - 3,401

**Gender Representation:** Local employer response indicates 25% female, 75% male

### Where The Jobs Are:

Federal Government

Local Government

State Government

**Employers' Employment Outlook:** 5 employers provided data to develop this profile.

1 projects employment to grow, 3 expect employment to remain stable; and 1 expects employment to decline over the next two years.

**OES Growth Projections:** New jobs through 2004: 500  
Separations to 2004: 240  
\*Total Openings: 740

**New Job Growth Rate:** 23.5%\* Projected growth is faster than the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Alternate Job Titles:** Corrections Deputy, Correctional Officer, Watch Guard, Correctional Deputy, Probation Officer

**Related DOT Codes:** 372.367-014, 372.667-018

**Promotional Opportunities:** Deputy Sheriff, Training Officer, Senior Probation Officer, Counselor, Watch Captain, Sergeant, Lieutenant, Associate Warden

**Unionization/Collective Bargaining:** Yes. 80% of employers and 99% of employees were unionized.

**Data Collection Date:** Summer 1999

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## CUSTOMER SERVICE REPRESENTATIVES

**553350998**

Customer Service Representatives talk with customers to find solutions to customers' problems. They may work at a professional or clerical level. Customer Service Representatives at clerical levels deal with complaints about products or billing or receive orders for products or services. Representatives at professional levels most often are employed with companies selling complex products, such as computers. They answer questions and investigate and correct errors. They may train customers in the use of the product or interpret customer needs to technical staff.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.00 - 17.25	\$8.00
New Hires, With Experience:	\$7.25 - 20.50	\$9.50
After Three Years With the Firm:	\$8.00 - 27.50	\$11.00

**Average Weekly Hours:** Most Customer Service Representatives work full-time, 40 hours per week. A few work part-time, 26 hours per week. A few also work on a temporary or on-call basis, 32 hours per week.

### Fringe Benefits, % of employers offering\*

	<u>Full-Time</u>	<u>Part-Time</u>
Medical Insurance:	100%	21%
Dental Insurance:	89%	21%
Vision Insurance:	53%	11%
Life Insurance:	95%	16%
Paid Sick Leave:	95%	21%
Paid Vacation:	100%	21%
Retirement Plan:	84%	16%
Child Care:	5%	5%
Other employers specified: 401-K Plan, Stock Purchase Plan, Tuition Reimbursement		

\*The percentage is based on the number of employers offering fringe benefits and responding to this question.

### EMPLOYER REQUIREMENTS

**Education:** Many recent hires have a high school diploma or a bachelor degree. A few have some college (but not necessarily a degree).

**Training:** Many firms never accept training as a substitute for work experience. Applicants with word processing, spreadsheet, and Internet software skills are preferred.

**Education / Training Providers:** No formal education or training programs for this occupation.

**Experience:** Many firms usually require related work experience. Employers prefer applicants with 6 months to 2 years experience as a Retail Sales Clerk, Customer Service Representative, or Sales and Marketing Representative.

### Skills rated "very important":

Oral communication skills  
 Interpersonal skills  
 Ability to deal with angry customers  
 Ability to resolve customer complaints  
 Ability to read and follow instructions  
 Telephone answering skills  
 Ability to operate a computer  
 Customer service skills  
 Ability to work independently  
 Willingness to work nights weekends and holidays  
 Ability to explain technical material over the phone  
 Record keeping skills  
 Ability to read and interpret technical manuals  
 Willingness to work with close supervision  
 Basic math skills  
 Troubleshooting skills



## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Customer Service Representatives**

Experienced Applicants: **Competitive**

Inexperienced Applicants: **Competitive**

### Recruitment Methods Most Frequently Used:

Employee Referrals, Newspaper Advertisements, Unsolicited Applicants

**Turnover:** Moderately high, 29% in the past 12 months.

**Size of 2000 Employment:** Not available

**Gender Representation:** Local employer response indicates 53% female, 47% male

### Where The Jobs Are:

Jobs can be found in all industries both public and private such as:

Airlines  
Banks and Credit Unions  
Escrow Companies  
Insurance Companies  
Major Retail and Wholesale Companies  
Manufacturing Companies  
Software and Hardware Developers  
Staffing Agencies  
Utility Companies

**Employers' Employment Outlook:** 17 employers provided data to develop this profile.

5 expect employment to grow and 12 project employment to remain stable over the next three years.

**OES Growth Projections:** Not available

**New Job Growth Rate:** Not available

## OTHER INFORMATION

**Promotional Opportunities:** Senior Customer Service Representative, Supervisor, Manager, Marketing Representative

**Unionization/Collective Bargaining:** Yes. 5% of employers and 14% of employees were unionized.

**Alternate Job Titles:** Customer Service Agent, Customer Service Support Technician, Technical Support Systems Specialist

**Related DOT Codes:** 205.362-026, 238.367-026, 239.362-014

**Data Collection Date:** Summer 1998

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## DATABASE ADMINISTRATORS

OES 251030

Data Base Administrators coordinate physical changes to computer databases and code, test, and implement the database applying knowledge of database management systems. May design logical and physical databases and coordinate database development as part of a project team.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$13.42	\$13.42
New Hires, With Experience:	\$12.79 - 21.58	\$15.79
After Three Years With the Firm:	\$16.78 - 28.33	\$20.78

**Average Weekly Hours:** All (100%) Database Administrators work full-time, 42 hours per week.

**Shifts:** All (100%) employers report having day shifts.

### Fringe Benefits, Who Pays\*

	Full Time Employees	
	<u>E'er Pays All</u>	<u>Shared Cost</u>
Medical Insurance:	44%	50%
Dental Insurance:	31%	56%
Vision Insurance:	19%	25%
Life Insurance:	44%	31%
Paid Sick Leave:	69%	19%
Paid Vacation:	75%	19%
Retirement Plan:	63%	19%
Child Care:	6%	0%
Other employers specified: 401-K Plan, Cafeteria Plan, Stock Options, Deferred Compensation Plan, Disability Insurance, Profit Sharing		

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Most (56%) firms require a bachelor degree. Many (44%) require an associate degree.

**Training:** All (100%) firms do not accept training as a substitute for work experience. A few (6%) require vocational training. Applicants with database, word processing, and spreadsheet computer software skills are preferred. Employers reported using the following software: Filemaker Pro, Informix, Oracle, MS Access, and other SQL database software.

**Education / Training Providers:** See Appendix A, page 198

**Experience:** Almost all (94%) firms require 1-5 years work experience in Programming or as a Networking/Systems Analyst, or Electronic Program Specialist. Responding employers report rarely hiring inexperienced applicants.

### Skills rated "very important":

Knowledge of database management  
 Ability to work under pressure  
 Detail oriented  
 Ability to think logically  
 Problem solving skills  
 Ability to work independently  
 Ability to read and follow instructions  
 Analytical skills  
 Ability to work as part of a team  
 Oral communication skills  
 Knowledge of computer hardware and software systems  
 Ability to concentrate for long periods of time  
 Computer programming skills  
 Ability to sit for long periods of time  
 Continuous learning

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		
Not Difficult		
Few Employers Hire		X

Job Market for: **Database Administrators**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Very competitive job search**

### Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, Internet.

**Others include:** Colleges and Universities, In-House Promotions or Transfer, Job Fairs, San Diego One Stop Career Center Network.

**Turnover:** Moderate, 14% in the past 12 months.

**Size of 2000 Employment:** Small - Less than 1,701

**Gender Representation:** Local employer response indicates 42% female, 58% male

### Where The Jobs Are:

Local Banks  
Communications, Computers, and Software  
Data Processing Services  
Engineering Firms  
Hospitals  
Local Government  
Manufacturing  
Schools and Colleges  
Software Development  
Temporary Agencies

**Employers' Employment Outlook:** 16 employers provided data to develop this profile.

7 project employment to grow and 9 expect employment to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 330  
Separations to 2004: 120  
\*Total Openings: 450

**New Job Growth Rate:** 46.5%\* Projected growth is much faster than the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Alternate Job Titles:** Data Processing Consultant, Computer Specialist, Computer Systems Administrator, Data Resource Specialist, Systems Analyst, Computer Information Specialist

**Related DOT Codes:** 039.162-010, 039.162-014

**Promotional Opportunities:** Computer Support Specialist, Data Resource Manager, Senior Administrator, Database Manager/Director, Database Analyst, Systems Analyst

**Unionization/Collective Bargaining:** None reported.

**Data Collection Date:** Summer 1999

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## DENTAL ASSISTANTS

OES 660020

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

### WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$6.50 - 12.00	\$11.00
New Hires, With Experience:	\$10.00 - 15.00	\$12.00
After Three Years With the Firm:	\$14.00 - 19.00	\$15.00

\*Combined union and non-union wages

**Average Weekly Hours:** Most (67%) Dental Assistants work full-time, 37 hours per week. Some (33%) work part-time, 27 hours per week.

**Shifts:** All (100%) employers report having day shifts.

### Fringe Benefits, Who Pays\*

#### Full Time Employees

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	20%	13%	33%
Dental Insurance:	33%	7%	27%
Vision Insurance:	7%	0%	60%
Life Insurance:	0%	0%	67%
Paid Sick Leave:	53%	0%	13%
Paid Vacation:	53%	0%	13%
Retirement Plan:	33%	0%	33%
Child Care:	0%	0%	67%
Other employers specified: Paid Holidays, Paid Continuing Education			

\*The percentage is based on the number of employers responding to this question.  
Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Most (73%) firms require a high school diploma or equivalent. Some (27%) require an associate degree.

**Training:** A few (9%) firms accept one year of training as a substitute for work experience. Most (67%) require one year of vocational training in an accredited Registered Dental Assistants program. Applicants must pass a written examination administered by the California Board of Dental Examiners. Certification must be renewed every two years.

**Education / Training Providers:** See Appendix A, page 200

**Experience:** Most (73%) firms require 1-2 years work experience as a Dental Assistant.

### Skills rated "very important":

Oral communication skills  
Public contact skills  
Possession of a Radiation Safety Certificate  
Ability to read and follow instructions  
Knowledge of dental procedures  
Knowledge of dental materials  
Ability to work independently  
Meet employer grooming standards  
Ability to work with close supervision  
Familiarity with coronal polishing

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X
Few Employers Hire		

Job Market for: **Dental Assistants**

Experienced Applicants: **Little Competition in job search**

Inexperienced Applicants: **Very Competitive job search**

### Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, School and Program Referrals, Employee Referrals

**Turnover:** Moderate, 14% in the past 12 months.

**Size of 2000 Employment:** Medium - Between 1,701 - 3,402

**Gender Representation:** Local employer response indicates 96% female, 4% male

### Where The Jobs Are:

Dental Offices and Clinics

**Employers' Employment Outlook:** 15 employers responded providing data representing 69 employees for this occupation.

All 15 employers project employment to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 460  
Separations to 2004: 450  
 \*Total Openings: 910

**New Job Growth Rate:** 18.3%\* Projected growth is about the same as the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Clinical Supervisor, Office Manager

**Unionization/Collective Bargaining:** Yes. 7% of employers and 12% of employees were unionized.

**Alternate Job Titles:** None reported

**Related Codes:** DOT - 079.361-018 O\*NET - 31-9091.00

**Data Collection Date:** Summer 2000

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## DIETETIC TECHNICIANS

OES 325230

Dietetic Technicians under direct supervision of Dietitians, or following established nutritional guidelines, advise on food or nutrition.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$5.75 - 13.50	\$10.00
New Hires, With Experience:	\$6.00 - 14.50	\$11.00
After Three Years With the Firm:	\$9.00 - 15.25	\$13.00

**Average Weekly Hours:** Almost all Dietetic Technicians work full-time, 40 hours per week. A few work part-time, 23 hours per week or on a temporary or on-call basis, 17 hours per week.

### Fringe Benefits, % of employers offering\*

	<u>Full-Time</u>	<u>Part-Time</u>
Medical Insurance:	100%	7%
Dental Insurance:	100%	7%
Vision Insurance:	87%	7%
Life Insurance:	93%	0%
Paid Sick Leave:	87%	0%
Paid Vacation:	93%	0%
Retirement Plan:	60%	0%
Child Care:	7%	0%

Other employers specified: 401-K Plan

\*The percentage is based on the number of employers offering fringe benefits and responding to this question.

### EMPLOYER REQUIREMENTS

**Education:** Most recent hires have an associate degree. Some have completed college courses, (but not necessarily obtained a degree).

**Training:** Many firms usually accept training as a substitute for work experience. Employers prefer applicants with an associate degree and who are Registered Dietetic Technicians. To become a Registered Dietetic Technician, applicants must pass the National Dietetic Technician exam administered by the American Dietetic Association. Applicants with word processing and database software skills are preferred.

**Education / Training Providers:** See Appendix A, page 201

**Experience:** Many firms sometimes require related work experience. Employers prefer applicants with 6-12 months experience as a Dietetic Technician/Aide or Assistant, Nutrition Assistant, or Food Service Worker.

### Skills rated "very important":

Oral communication skills  
 Read and follow instructions  
 Ability to write legibly  
 Knowledge of sanitary and safety procedures  
 Ability to conduct dietary research  
 Basic math and record keeping skills  
 Ability to work independently  
 Ability to modify menus because of dietary restrictions  
 Knowledge of good diet and nutrition  
 Knowledge of food science and food service management  
 Ability to supervise meal preparation  
 Ability to teach principles of food and nutrition  
 Ability to evaluate dietary history  
 Ability to plan menus and nutritional programs  
 Knowledge of vitamin supplements  
 Counseling, interpersonal, and customer service skills

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Dietetic Technicians**

Experienced Applicants: **Somewhat competitive**

Inexperienced Applicants: **Somewhat competitive**

### Recruitment Methods Most Frequently Used:

Public School or Program Referrals, Newspaper Advertisements, In-House Promotion or Transfer

**Turnover:** Moderately high, 22% in the past 12 months.

**Size of 2000 Employment:** Not available

**Gender Representation:** Local employer response indicates 70% female, 30% male

### Where The Jobs Are:

Hospitals  
Medical Clinics  
Nursing Care Facilities  
Nutritional Consultants

**Employers' Employment Outlook:** 17 employers provided data to develop this profile.

12 project employment to grow and 5 expect employment to remain stable over the next three years.

**OES Growth Projections:** New jobs through 2004: 30  
Separations to 2004: 30  
\*Total Openings: 60

**New Job Growth Rate:** 12.5%\* Projected growth is slower than the county-wide average of 17.7%\*.  
\*7 year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Diet Assistant II, III, Nutritionist, Nutrition Supervisor, Food Service Director

**Unionization/Collective Bargaining:** None reported

**Alternate Job Titles:** Dietary Assistant, Nutrition Assistant

**Related DOT Codes:** 077.124-010

**Data Collection Date:** Summer 1998

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## DRAFTERS

**OES 225140**

Drafters prepare clear, complete, and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes according to specified dimensions. They utilize knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$10.00 - 10.50	\$10.25
New Hires, With Experience:	\$10.00 - 19.18	\$12.95
After Three Years With the Firm:	\$12.95 - 28.77	\$18.00

**Average Weekly Hours:** Almost all (98%) Drafters work full-time, 41 hours per week. A few (2%) work part-time, 23 hours per week.

**Shifts:** All (100%) employers report having day shifts.

### Fringe Benefits, Who Pays\*

#### Full Time Employees

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	67%	33%	0%
Dental Insurance:	53%	27%	20%
Vision Insurance:	47%	27%	27%
Life Insurance:	53%	27%	20%
Paid Sick Leave:	93%	0%	7%
Paid Vacation:	100%	0%	0%
Retirement Plan:	87%	0%	13%
Child Care:	0%	0%	100%

Other employers specified: 401-K Plan, Paid Continuing Education

\*The percentage is based on the number of employers responding to this question.

Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Many firms either require a high school diploma or equivalent (53%) or an associate degree (40%).

**Training:** Some (31%) firms accept 1-2 years training as a substitute for work experience. Most (60%) require 1-2 years vocational training in construction, engineering studies, or CAD drafting software. Employers reported using the following software: ArchCad, ArchInfo, AutoCad, Mac AutoCad, Hydrotec, Micro Station, Power PLB, RC Ideas, and Unigraphics. Applicants with word processing and spreadsheet software skills are preferred.

**Education / Training Providers:** See Appendix A, page 201

**Experience:** Almost all (73%) firms require 2-5 years work experience as a Drafter. Some (33%) accept one year of experience as a Machine Shop Worker, Technical Designer, or Construction Laborer.

### Skills rated "very important":

Computer assisted design (CAD) skills  
 Ability to prepare technical drawings  
 Ability to read blueprints  
 Ability to read and follow instructions  
 Ability to work independently  
 Ability to do precision work  
 Knowledge of geometry  
 Oral communication skills  
 Ability to sit for long periods of time



## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		
Few Employers Hire		

Job Market for: **Drafters**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

### Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Internet, Employee Referrals

**Turnover:** Moderately low, 8% in the past 12 months.

**Size of 2000 Employment:** Medium - Between 1,701 - 3,402

**Gender Representation:** Local employer response indicates 24% female, 76% male

### Where The Jobs Are:

Aircraft, Ship Building, and Repair

Architectural Firms

Construction Services Firms

Engineering Firms

Landscaping Firms

Local and State Government

Public Utilities

Temporary Employment Agencies

**Employers' Employment Outlook:** 15 employers responded providing data representing 177 employees for this occupation.

10 employers project employment to grow and 5 expect it to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 210  
Separations to 2004: 270  
\*Total Openings: 480

**New Job Growth Rate:** 11.6%\* Projected growth is slower than the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Senior Drafter, CAD Manager, Designer, Estimator, Project Manager, Regional Manager, Information Systems Manager

**Unionization/Collective Bargaining:** None reported

**Alternate Job Titles:** CAD Operator, CAD Designer, Drafting Technician, CAD Drafter, Graphics Designer

**Related Codes:** DOT - 001.261-010, 003.281-010, 003.281-014, 005.281-010, 005.281-014, 007.281-010, 017.261-030  
**O\*NET** - 17-3011.02, 17-3011.00, 17-3011.01, 17-3012.02, 17-3013.00

**Data Collection Date:** Summer 2000

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## EDUCATION ADMINISTRATORS

OES 150050

Education Administrators plan, organize, direct, control, or coordinate the educational activities of colleges, universities, vocational, technical, post-secondary, secondary, or elementary schools. This includes administrators of separate training and instructional organizations (or programs) in private business or other agencies.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$9.50 - 32.75	\$13.70
New Hires, With Experience:	\$12.00 - 40.00	\$15.98
After Three Years With the Firm:	\$13.00 - 42.50	\$19.18

**Average Weekly Hours:** Most Education Administrators work full-time, 40 hours per week. A few work part-time, 16 hours per week or on a temporary or on-call basis, 15 hours per week.

### Fringe Benefits, % of employers offering\*

	<u>Full-Time</u>	<u>Part-Time</u>
Medical Insurance:	93%	7%
Dental Insurance:	87%	0%
Vision Insurance:	60%	0%
Life Insurance:	67%	0%
Paid Sick Leave:	100%	7%
Paid Vacation:	87%	7%
Retirement Plan:	80%	7%

\*The percentage is based on the number of employers offering fringe benefits and responding to this question.

### EMPLOYER REQUIREMENTS

**Education:** All recent hires have a bachelor degree. Many have completed graduate studies.

**Training:** Most firms never accept training as a substitute for work experience. Applicants with an educational administrative services credential, word processing, spreadsheet, and database computer software skills are preferred.

**Education / Training Providers:** See Appendix A, page 202

**Experience:** Almost all firms always require related work experience. Employers prefer applicants with 1-4 years experience as a Education Administrator or Instructor.

### Skills rated "very important":

Ability to develop academic policies  
 Ability to evaluate academic programs  
 Oral communication and verbal presentation skills  
 Interpersonal skills  
 Staff supervision and evaluation skills  
 Ability to motivate teachers and other staff  
 Ability to coordinate activities of school faculty  
 Ability to work under pressure  
 Management and leadership skills  
 Knowledge of funding providers and grant writing skills  
 Ability to set curriculum standards  
 Ability to prepare budgets  
 Ability to manage school-community relations  
 Ability to oversee career counseling programs  
 Ability to use computers  
 Knowledge of various cultural backgrounds  
 Knowledge of computerized accounting

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Education Administrators**

Experienced Applicants: **Competitive**

Inexperienced Applicants: **Competitive**

### Recruitment Methods Most Frequently Used:

Newspaper Advertisements, In-House Promotion or Transfer, Employee Referrals,

**Turnover:** Moderately low, 10% in the past 12 months.

**Size of 2000 Employment:** Medium - Between 1,701 - 3,402

**Gender Representation:** Local employer response indicates 47% female, 53% male

### Where The Jobs Are:

Colleges

Educational Services

Public and Private Grade Schools

**Employers' Employment Outlook:** 15 employers provided data to develop this profile.

8 project employment to grow and 7 expect employment to remain stable over the next three years.

**OES Growth Projections:** New jobs through 2004: 430  
Separations to 2004: 630  
\*Total Openings: 1,060

**New Job Growth Rate:** 12.6%\* Projected growth is slower than the county-wide average of 17.7%\*.

\*7 year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Director, Assistant Superintendent, Chief Operating Officer

**Unionization/Collective Bargaining:** None reported

**Alternate Job Titles:** Principal/Assistant Principal, Vocational Education Coordinators, Director of Education, Vice President of Academic Affairs, Employment and Training Director

**Related DOT Codes:** 091.107-010, 097.167-010, 099.117-018, 099.117-030

**Data Collection Date:** Summer 1998

\*No responses were obtained from four-year Universities or Colleges, SIC 8221, and are not part of this analysis.

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## ELECTRIC HOME APPLIANCE AND POWER TOOL REPAIRERS

OES 857110

Electric Home Appliance and Power Tool Repairers repair, adjust, and install all types of electric household appliances, such as refrigerators, washing machines, dishwashers, vacuum cleaners, room air conditioners, and small appliances, including toasters, mixers, and food processors. This includes repairers of electrical hand and bench tools, such as lathes, drills, saws, grinders, and polishers.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$7.50 - 12.00	\$10.00
With Commissions:	\$7.50 - 12.00	\$12.00
New Hires, With Experience:	\$5.75 - 14.00	\$11.00
With Commissions:	\$9.00 - 18.00	\$12.50
After Three Years With the Firm:	\$5.75 - 16.00	\$14.00
With Commissions:	\$11.00 - 25.00	\$17.50

**Average Weekly Hours:** Almost all (92%) Electric Home Appliance and Power Tool Repairers work full-time, 40 hours per week. A few (8%) work part-time, 18 hours per week.

**Shifts:** All (100%) employers report having day shifts.

### Fringe Benefits, Who Pays\*

#### Full Time Employees

	E'er Pays All	Shared Cost	Not Provided
Medical Insurance:	27%	20%	47%
Dental Insurance:	13%	13%	67%
Vision Insurance:	13%	13%	67%
Life Insurance:	7%	7%	80%
Paid Sick Leave:	53%	0%	40%
Paid Vacation:	60%	0%	33%
Retirement Plan:	13%	0%	80%
Child Care:	0%	0%	93%

Other employers specified: Company Provided Uniforms, Paid Holidays

\*The percentage is based on the number of employers responding to this question.  
Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Almost all (93%) firms require a high school diploma or equivalent. A few (7%) accept less than a high school education.

**Training:** Few firms (7%) accept training as a substitute for experience. Some (20%) require technical training and provide apprenticeship programs lasting 1-4 years.

**Education / Training Providers:** See Appendix A, page 203

**Experience:** Most (60%) firms require 1-3 years work experience. All (100%) do not accept other occupational experience.

### Skills rated "very important":

Ability to read and follow instructions

Ability to follow safety precautions

Ability to use small hand tools

Familiarity with home appliances: (Washer, dryer, refrigerator, vacuum, microwave oven, sewing machine)

Troubleshooting skills

Ability to work independently

Ability to do cost estimates, prepare bills, and collect payment

Oral communication skills

Ability to read and interpret service manuals and schematics

Ability to provide own tools

Ability to use small power tools

Possession of a reliable vehicle and drivers license

Physical strength

Mechanical and electrical aptitude

Honesty and ethics

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Electric Home Appliance Repairers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

### Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Walk-In Applicants.

**Turnover:** Moderately low, 9% in the past 12 months.

**Size of 2000 Employment:** Small - Less than 1,701

**Gender Representation:** Local employer response indicates 3% female, 97% male

### Where The Jobs Are:

Department Stores

Electrical Repair Shops

Household Appliance Stores

**Employers' Employment Outlook:** 15 employers provided data to develop this profile.

2 project employment to grow and 13 expect employment to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 30  
Separations to 2004: 30  
\*Total Openings: 60

**New Job Growth Rate:** 21.4%\* Projected growth is faster than the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Alternate Job Titles:** Appliance Repair Technician, Sewing Machine Technician

**Related DOT Codes:** 723.381-010, 723.584-010, 827.261-010

**Promotional Opportunities:** Shop Supervisor

**Unionization/Collective Bargaining:** None reported.

**Data Collection Date:** Summer 1999

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## ELECTRICAL AND ELECTRONIC ENGINEERING TECHNICIANS AND TECHNOLOGISTS

OES 225050

Electrical and Electronic Engineering Technicians and Technologists apply electrical and electronic theory and related knowledge to design, build, test, repair, and modify developmental, experimental, or production electrical equipment in industrial or commercial plants for subsequent use by engineering personnel in making engineering design and evaluation decisions. This does not include workers who only repair electronic equipment.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$9.50 - 14.00	\$12.00
New Hires, With Experience:	\$12.25 - 17.00	\$14.38
After Three Years With the Firm:	\$16.00 - 22.00	\$18.70

**Average Weekly Hours:** Most Electrical and Electronic Engineering Technicians work full-time, 40 hours per week. A few work on a temporary or on call basis, 41 hours per week or on a seasonal basis, 25 hours per week.

### Fringe Benefits, % of employers offering\*

	<u>Full-Time</u>
Medical Insurance:	93%
Dental Insurance:	80%
Vision Insurance:	80%
Life Insurance:	80%
Paid Sick Leave:	80%
Paid Vacation:	80%
Retirement Plan:	80%
Child Care:	20%

\*The percentage is based on the number of employers offering fringe benefits and responding to this question.

### EMPLOYER REQUIREMENTS

**Education:** Almost all recent hires have an associate degree.

**Training:** Many firms sometimes accept training as a substitute for work experience. Applicants with an Electronics Technician Certificate and have word processing, spreadsheet, and database software skills are preferred.

**Education / Training Providers:** See Appendix A, page 204

**Experience:** Most firms always require related work experience. Employers prefer applicants with 2-3 years experience as a Engineering Technician, Electrical Laboratory Technician, Quality Control Technician, or Test Technician.

### Skills rated "very important":

Troubleshooting skills  
 Ability to apply principles of electrical and electronic theory  
 Ability to operate electrical and electronics testing equipment  
 Ability to read and follow instructions  
 Ability to work independently  
 Ability to read technical manuals  
 Ability to work as part of a team  
 Ability to read schematics  
 Analytical skills  
 Detail oriented  
 Oral communication skills  
 Ability to write testing programs  
 Good hand eye coordination and good color vision  
 CAD drafting skills  
 Knowledge of production assembly

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		X
A Little Difficult	X	
Not Difficult		

Job Market for: **Electrical and Electronic Engineering Technicians**

Experienced Applicants: **Competitive**

Inexperienced Applicants: **Somewhat competitive**

### Recruitment Methods Most Frequently Used:

Employee Referrals, Newspaper Advertisements, Public School or Program Referrals

**Turnover:** Moderate, 12% in the past 12 months.

**Size of 2000 Employment:** Large - Between 3,403 - 7,371

**Gender Representation:** Local employer response indicates 6% female, 94% male

### Where The Jobs Are:

Aircraft Manufacturing  
Computer and Data Processing Services  
Defense Related Contractors  
Electronic Equipment Manufacturing  
Electrical Work  
Engineering Services  
Government  
Research and Testing Services  
Telephone Communications  
Temporary Help Agencies

**Employers' Employment Outlook:** 15 employers provided data to develop this profile.

9 project employment to grow and 6 expect employment to remain stable over the next three years.

**OES Growth Projections:** New jobs through 2004: 970  
Separations to 2004: 1,190  
\*Total Openings: 2,160

**New Job Growth Rate:** 16.0%\* Projected growth is about the same as the county-wide average of 17.7%\*.  
\*7 year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Senior Electronic Technician, Lead Technician, Department Supervisor/Manager

**Unionization/Collective Bargaining:** None reported

**Alternate Job Titles:** Engineering Technician, Production Line Manufacturing Technician, Test Technician, Quality Control/Assurance Technician

**Related DOT Codes:** 003.161-010, 003.161-014, 003.261-010, 019.281-010

**Data Collection Date:** Summer 1998

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## ELECTRICAL AND ELECTRONIC ENGINEERS

OES 221260

Electrical and Electronic Engineers design, develop, test and supervise the manufacture and installation of electrical and electronic equipment, components or systems, computers and related equipment and systems for commercial, industrial, military or scientific use. This category does not include Sales Engineers.

### WAGES AND BENEFITS

Hourly Wages*	Range	Median
New Hires, No Experience:	\$15.00 - 21.00	\$17.35
New Hires, With Experience:	\$18.25 - 24.00	\$21.58
After Three Years With the Firm:	\$21.50 - 38.25	\$24.93

**Average Weekly Hours:** Almost all Electrical and Electronic Engineers work full-time, 41 hours per week.

### Fringe Benefits, % of employers offering\*

	<u>Full-Time</u>
Medical Insurance:	93%
Dental Insurance:	87%
Vision Insurance:	73%
Life Insurance:	87%
Paid Sick Leave:	80%
Paid Vacation:	87%
Retirement Plan:	73%
Child Care:	13%
Other employers specified: 401-K Plan, Profit Sharing, Tuition Reimbursement, Short and Long-Term Disability	

\*The percentage is based on the number of employers offering fringe benefits and responding to this question.

### EMPLOYER REQUIREMENTS

**Education:** All recent hires have a bachelor degree. Employers responding preferred applicants with a degree in electrical or electronic engineering.

**Training:** Many firms sometimes accept training as a substitute for work experience. Applicants with word processing, spreadsheet, database, and Internet software skills are preferred.

**Education / Training Providers:** See Appendix A, page 204

**Experience:** Most firms always require related work experience. Applicants with 2-5 years experience as an Electrical or Electronic Engineer, Design Engineer, or Associate Engineer are preferred.

### Skills rated "very important":

Understanding of electrical systems design  
 Embedded systems digital and analog circuitry design skills  
 CAD drafting skills  
 Ability to design and test electrical components  
 Analytical skills  
 Detail oriented  
 Ability to work independently  
 Ability to work as part of a team  
 Ability to perform advanced mathematical computations  
 Oral communication skills  
 Ability to write technical material  
 Troubleshooting skills  
 Ability to estimate time and cost of engineering projects  
 Software programming skills  
 Hardware design skills  
 Ability to read schematics and blueprints



## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Electrical and Electronic Engineers**

Experienced Applicants: **Somewhat competitive**

Inexperienced Applicants: **Somewhat competitive**

### Recruitment Methods Most Frequently Used:

Employee Referrals, Private Employment Agency, Newspaper Advertisements

**Turnover:** Moderately low, 7% in the past 12 months.

**Size of 2000 Employment:** Very large - 7,372 and above

**Gender Representation:** Local employer response indicates 5% female, 95% male

### Where The Jobs Are:

Computer and Related Data Processing Services  
Commercial, Physical Research  
Defense Related Contractors  
Electrical and Electronic Equipment and Components  
Government  
Research and Testing Services  
Telephone Communications  
Temporary Help Agencies

**Employers' Employment Outlook:** 15 employers provided data to develop this profile.

9 project employment to grow and 5 expect employment to remain stable and 1 expects it to decline over the next three years.

**OES Growth Projections:** New jobs through 2004: 1,740  
Separations: to 2004: 1,310  
\*Total Openings: 3,050

**New Job Growth Rate:** 26.0%\* Projected growth is faster than the county-wide average of 17.7%\*.  
\*7 year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Project Supervisor/Manager, Senior Manager, Senior Engineer, Design Engineer

**Unionization/Collective Bargaining:** None reported

**Alternate Job Titles:** System Engineer, Design/Hardware Engineer, Component Test Engineer, Automation Engineer, Product Engineer, Process Engineer

**Related DOT Codes:** 003.061-010, 003.061-014, 003.061-018, 003.061-030, 003.061-034, 003.061-038

**Data Collection Date:** Summer 1998

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## ELECTRICIANS

OES 872020

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints. These include Protective Signal Installers and Repairers and Street Light Servicers.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$7.00 - 9.00	\$8.00
Union:	- - - Does Not Hire - - -	
New Hires, With Experience:	\$9.00 - 20.00	\$14.75
Union:	\$9.00 - 25.21	\$18.25
After Three Years With the Firm:	\$15.00 - 23.71	\$17.50
Union:	\$13.00 - 31.26	\$21.90

**Average Weekly Hours:** Almost all (98%) Electricians work full-time, 40 hours per week. A few (2%) work part-time, 20 hours per week.

**Shifts:** All (100%) employers report having day shifts.

### Fringe Benefits, Who Pays\*

#### Full Time Employees

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	73%	27%	0%
Dental Insurance:	67%	20%	13%
Vision Insurance:	47%	13%	40%
Life Insurance:	33%	7%	53%
Paid Sick Leave:	40%	0%	60%
Paid Vacation:	33%	0%	67%
Retirement Plan:	60%	13%	27%
Child Care:	0%	0%	100%
Other employers specified: 401-K Plan, Tuition Reimbursement, Profit Sharing			

\*The percentage is based on the number of employers responding to this question.  
Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** All (100%) firms require a high school diploma or equivalent.

**Training:** Most (71%) firms accept 1-3 years of training as a substitute for work experience. Most (60%) require applicants to have training or be enrolled in a five year apprenticeship program. Apprenticeships consist of 10 semesters (1,100 hours) of classroom training and 8,000 on-the-job hours. A Certificate of Completion is issued by the California Division of Apprenticeship Standards.

**Education / Training Providers:** See Appendix A, page 205

**Experience:** Almost all (87%) firms require 2-5 years experience as a Electrician or Journeyman Electrician. Many (46%) accept one year of experience in trades, such as carpentry, construction, cable installation, signal installation, or heating and air conditioning.

### Skills rated "very important":

Ability to read and follow instructions  
Ability to climb ladders  
Ability to stand for long periods of time  
Possession of mechanical aptitude  
Oral communication skills  
Ability to work independently  
Knowledge of electrical equipment installation  
Ability to lift 50 pounds  
Shop math skills  
Provide own hand tools  
Ability to read blueprints  
Good color perception  
Interpersonal skills  
Ability to crawl under buildings

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		
Few Employers Hire		

Job Market for: **Electricians**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

### Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Union Hall Referrals

**Others include:** Former Military Personnel, Electrical Suppliers

**Turnover:** Moderately low, 10% in the past 12 months.

**Size of 2000 Employment:** Large - Between 3,403 - 7,371

**Gender Representation:** Local employer response indicates 3% female, 97% male

### Where The Jobs Are:

Electrical Contractors

Local Government

Ship Building and Repair

**Employers' Employment Outlook:** 15 employers responded providing data representing 1,025 employees for this occupation.

11 employers project employment to grow, 3 expect it to remain stable, and 1 expects a decline over the next two years.

**OES Growth Projections:** New jobs through 2004: 1,350  
Separations to 2004: 800  
\*Total Openings: 2,150

**New Job Growth Rate:** 27.6%\* Projected growth is much faster than the county-wide average of 17.7%\*.  
\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Foreman, Job Supervisor, Electrical Supervisor, Estimator, Director of Purchasing, Project Manager, General Foreman, Superintendent

**Unionization/Collective Bargaining:** Yes. 47% of employers and 57% of employees were unionized.

**Alternate Job Titles:** Utility Technician, Maintenance Electrician, Standby Lineman

**Related Codes:** DOT - 824.261-010, 824.681-010, 825.381-030  
**O\*NET** - 47-2111.00

**Data Collection Date:** Summer 2000

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## EVENTS / MEETING PLANNERS

**187167999**

Events and Meeting Planners coordinate activities of staff to make arrangements for group meetings and conventions and consults with representatives of organizations to plan details, such as number of persons, display space desired, and food service schedule. Directs workers in preparing banquet and convention rooms and erecting displays and exhibits.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$8.00 - 11.99	\$10.46
New Hires, With Experience:	\$8.75 - 15.98	\$13.04
After Three Years With the Firm:	\$10.00 - 19.02	\$14.86

**Average Weekly Hours:** Most (70%) Event and Meeting Planners work full-time, 40 hours per week. Some (20%) work on a temporary or on-call basis, 15 hours per week and a few (8%) work on a seasonal basis, 25 hours per week.

**Shifts:** All (100%) employers report having day shifts. A few (5%) have swing and evening shifts.

### Fringe Benefits, Who Pays\*

#### Full Time Employees

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	53%	37%	11%
Dental Insurance:	32%	37%	26%
Vision Insurance:	26%	37%	37%
Life Insurance:	42%	26%	26%
Paid Sick Leave:	79%	0%	21%
Paid Vacation:	89%	0%	11%
Retirement Plan:	53%	21%	26%
Child Care:	16%	5%	79%
Other employers specified: Education Reimbursement, Complimentary Meals			

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Many (53%) firms require a high school diploma or equivalent. Some firms either require a bachelor degree (26%) or an associate degree (21%).

**Training:** Some (31%) firms accept one year of training as a substitute for work experience. Some (21%) require one year vocational training in catering, customer service, hotel and motel management, sales, food preparation, beverage management, or travel and tourism. Applicants with word processing, spreadsheet, and database software skills are preferred.

**Education / Training Providers:** See Appendix A, page 205

**Experience:** Most (68%) firms require 1-3 years work experience as an Events and Meeting Planner. Many (50%) accept 1-2 years of experience in food and beverage management, advertising, sales, marketing, or travel and tourism.

### Skills rated "very important":

Customer service skills  
 Oral communication skills  
 Ability to work under pressure  
 Detail oriented  
 Ability to read and follow instructions  
 Ability to plan, organize, and coordinate group activities  
 Willingness to work nights, weekends, and holidays  
 Knowledge of catering and food service  
 Ability to hire and assign personnel  
 Ability to work independently  
 Ability to apply sales techniques  
 Knowledge of vendors and suppliers  
 Ability to manage an activity or department  
 Knowledge of cost estimating

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Events/Meeting Planners**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

### Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, In-House Promotion or Transfer, Employee Referrals.

**Others include:** Job Fairs

**Turnover:** Moderately low, 9% in the past 12 months.

**Size of 2000 Employment:** Not available

**Gender Representation:** Local employer response indicates 69% female, 31% male

### Where The Jobs Are:

Amusement Parks  
Caterers  
Convention and Tourist Bureaus  
Hotels and Resorts  
Museums and Art Galleries  
Religious and Civic Organizations  
Tour Operators

**Employers' Employment Outlook:** 19 employers responded providing data representing 128 employees for this occupation.

9 employers project employment to grow, 10 expect it to remain stable.

**OES Growth Projections:** Not available

**New Job Growth Rate:** Not available

## OTHER INFORMATION

**Promotional Opportunities:** Events Coordinator, Planning Analyst, Events Planning Manager, Director of Convention Services, Director of Sales and Catering, Department Manager

**Unionization/Collective Bargaining:** None reported

**Alternate Job Titles:** Catering and Sales Manager/Coordinator, Convention Services Manager, Special Events Coordinator, Party Manager, Conference Coordinator/Manager, Director of Sales

**Related Codes:** DOT - 187.167-078 O\*NET - 13-1121.00

**Data Collection Date:** Summer 2000

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## FINANCIAL MANAGERS

**OES 130020**

Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. This includes managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions.

## WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	- - - Does Not Hire - - -	
New Hires, With Experience:	\$15.14 - 31.96	\$23.66
After Three Years With the Firm:	\$19.61 - 38.36	\$29.41

**Average Weekly Hours:** All (100%) Financial Managers work full-time, 43 hours per week.

**Shifts:** All (100%) employers report having day shifts.

### Fringe Benefits, Who Pays\*

#### Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	63%	38%	0%
Dental Insurance:	56%	25%	13%
Vision Insurance:	50%	25%	25%
Life Insurance:	88%	0%	13%
Paid Sick Leave:	81%	0%	19%
Paid Vacation:	100%	0%	0%
Retirement Plan:	31%	31%	19%
Child Care:	6%	0%	88%

Other employers specified: 401-K Plan, Paid Holidays, Stock Options

\*The percentage is based on the number of employers responding to this question.  
Not all types of responses are shown, therefore, not all totals will equal 100%.

## EMPLOYER REQUIREMENTS

**Education:** Almost all (81%) firms require a bachelor degree. A few (6%) require either an associate, or graduate degree.

**Training:** All (100%) firms do not accept training as a substitute for work experience, however a few (13%) require 1-2 years vocational training in bookkeeping, computerized accounting, banking, underwriting, and new supervisor programs. Applicants with word processing, spreadsheet, financial database, and accounting software skills are preferred.

**Education / Training Providers:** See Appendix A, page 206

**Experience:** All (100%) firms require 3-5 years experience as a Financial Manager, usually within a particular industry such as banking, government, or insurance.

### Skills rated "very important":

Ability to use a computer in accounting applications  
Oral communication skills  
Report writing skills  
Ability to work independently  
Accounting skills  
Budget analysis skills  
Verbal presentation skills  
Interpersonal skills  
Business math skills  
Customer service skills  
Ability to plan and organize the work of others  
Ability to read and comprehend information quickly  
Knowledge of statistical analysis  
Ability to hire and assign personnel

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		Does
Moderately Difficult	X	Not
Not Difficult		Hire
Few Employers Hire		

Job Market for: **Financial Managers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Does Not Hire**

### Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Internet, In-House Promotion or Transfer.

**Turnover:** Moderately low, 9% in the past 12 months.

**Size of 2000 Employment:** Large - Between 3,403 - 7,371

**Gender Representation:** Local employer response indicates 49% female, 51% male

### Where The Jobs Are:

Financial Managers can be found in many industries such as:

Banks, Credit Unions, and Saving Institutions

Business Services

Car Dealerships

Construction

Credit Agencies

Financial Service and Mortgage Companies

Government

Hospitals and Medical Clinics

Hotels and Resorts

Insurance Companies

Public Relations Firms

**Employers' Employment Outlook:** 16 employers responded providing data representing 53 employees for this occupation.

1 employer projects employment to grow, 14 expect it to remain stable, and 1 expects a decline over the next two years.

**OES Growth Projections:** New jobs through 2004: 1,170  
Separations to 2004: 810  
 \*Total Openings: 1,980

**New Job Growth Rate:** 19.9%\* Projected growth is faster than the county-wide average of 17.7%\*.  
 \*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Senior Manager, Director of Finance, Vice President, Director of Revenue Accounting

**Unionization/Collective Bargaining:** None reported

**Alternate Job Titles:** Branch Manager, Business Manager, Accounting Vice President, Corporate Controller, Division Controller, Business Manager, Budget Manager, General Manager, Chief Financial Officer

**Related Codes:** DOT - 160.167-058, 161.117-010, 186.167-070, 186.167-086, 191.117-018 **O\*NET** - 11-3031.00

**Data Collection Date:** Summer 2000

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## FINANCIAL PLANNERS

**430142999**

Financial Planners develop and implement financial and/or estate plans for individuals and organizations utilizing knowledge of tax and investment strategies, securities, insurance, pension plans, and real estate. They interview clients to determine their financial resources and goals. After analysis of data, they prepare financial and/or estate plans and discuss options with clients. They may also buy and sell securities and other financial products for clients.

### WAGES AND BENEFITS

Hourly Wages*	Range*	Median*
New Hires, No Experience:	\$7.25 - 21.00	\$12.79
New Hires, With Experience:	\$12.00 - 34.25	\$21.31
After Three Years With the Firm:	\$21.25 - 43.25	\$28.77

\*Combined wages and commissions

**Average Weekly Hours:** Many Financial Planners work full-time, 46 hours per week. Many others work part-time, 19 hours per week.

### Fringe Benefits, % of employers offering\*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	82%
Vision Insurance:	82%
Life Insurance:	82%
Paid Sick Leave:	82%
Paid Vacation:	82%
Retirement Plan:	73%
Child Care:	9%
Other employers specified: 401-K Plan, Profit Sharing,	

\*The percentage is based on the number of employers offering fringe benefits and responding to this question.

### EMPLOYER REQUIREMENTS

**Education:** Most recent hires have some college (but not necessarily a degree).

**Training:** Many firms usually accept training as a substitute for work experience. Employers prefer applicants with a National Association of Securities Dealers (NASD) License, Life Insurance License, or Certified Financial Planner designation and have word processing, spreadsheet database, and Internet software skills. Those employed as agents of a securities broker-dealer must pass the Uniform Securities Agent Law Exam, Series 63, administered by the NASD.

**Education / Training Providers:** See Appendix A, page 207

**Experience:** Many firms usually require related work experience. Employers prefer applicants with 2-3 years experience in insurance, securities or financial products sales, and/or services.

### Skills rated "very important":

Interpersonal and customer service skills  
 Ability to counsel clients as to financial options  
 Oral communication skills  
 Ability to assist clients in financial planning/budgeting  
 Knowledge of securities, insurance, retirement pension, and estate plans  
 Ability to read financial statements  
 Ability to interview and analyze client financial status  
 Knowledge of tax and investment strategies  
 Understanding of regulations affecting financial institutions  
 Ability to obtain a securities and/or insurance license  
 Ability and willingness to build a client base  
 Willingness to work long hours  
 Telephone answering skills, good listener  
 Knowledge of financial planning software  
 Ability to apply securities sales techniques  
 Ability to use the Internet and on-line databases



## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Financial Planners**

Experienced Applicants: **Somewhat competitive**

Inexperienced Applicants: **Somewhat competitive**

### Recruitment Methods Most Frequently Used:

Employee Referrals, Newspaper Advertisements, Unsolicited Applicants

**Turnover:** Moderate, 13% in the past 12 months.

**Size of 2000 Employment:** Not available

**Gender Representation:** Local employer response indicates 19% female, 81% male

### Where The Jobs Are:

Banks and Saving Institutions

Benefits and Financial Planning Consulting Firms

Insurance Agents and Brokers

Investment Research Firms

Money Management Firms

Securities and Brokerage Firms

**Employers' Employment Outlook:** 15 employers provided data to develop this profile.

10 project employment to grow, 5 expect employment to remain stable over the next three years.

**OES Growth Projections:** Not available

**New Job Growth Rate:** Not available

## OTHER INFORMATION

**Promotional Opportunities:** Sales/Branch Manager, Associate Manager, Regional Sales Manager, Senior Associate

**Unionization/Collective Bargaining:** None reported

**Alternate Job Titles:** Investment Representative, Financial Advisor, Certified Financial Planner (CFP), Financial Consultant, Personal Financial Analyst

**Related DOT Codes:** 250.257-014

**Data Collection Date:** Summer 1998

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## FOOD SERVICE MANAGERS

OES 150261

Food Service Managers plan, organize, direct, control, or coordinate activities of an organization or department that serves food and/or beverages. This includes Food and Beverage Directors.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$8.75 - 13.75	\$10.23
New Hires, With Experience:	\$9.50 - 14.75	\$11.99
After Three Years With the Firm:	\$11.50 - 17.25	\$14.58

**Average Weekly Hours:** Almost all Food Service Managers work full-time, 46 hours per week.

### Fringe Benefits, % of employers offering\*

	<u>Full-Time</u>
Medical Insurance:	94%
Dental Insurance:	94%
Vision Insurance:	69%
Life Insurance:	75%
Paid Sick Leave:	75%
Paid Vacation:	81%
Retirement Plan:	56%
Other employers specified: 401-K Plan, Performance Bonus	

\*The percentage is based on the number of employers offering fringe benefits and responding to this question.

### EMPLOYER REQUIREMENTS

**Education:** Most recent hires have a high school diploma or equivalent and some have a bachelor degree.

**Training:** Many firms never accept training as a substitute for work experience. Most employers require applicants to possess a food handlers card and prefer applicants with spreadsheet, word processing, and database computer software skills.

**Education / Training Providers:** See Appendix A, page 207

**Experience:** Many firms always require related work experience. Employers prefer applicants with 2-3 years experience as a Food Services Manager or Restaurant Manager.

### Skills rated "very important":

Public contact and customer service skills  
 Ability to work independently  
 Ability to read and follow instructions  
 Ability to work under pressure  
 Oral communication skills  
 Ability to motivate employees  
 Ability to manage an activity or department  
 Time management skills  
 Ability to be a team leader  
 Well groomed  
 Willingness to work nights, weekends, and holidays  
 Ability to hire and train personnel  
 Record keeping skills  
 Understanding of inventory techniques and purchasing procedures  
 Computer skills

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Food Service Managers**

Experienced Applicants: **Competitive**

Inexperienced Applicants: **Competitive**

### Recruitment Methods Most Frequently Used:

Newspaper Advertisements, In-House Promotion or Transfer, Employee Referrals

**Turnover:** Moderate, 18% in the past 12 months

**Size of 2000 Employment:** Large - Between 3,403 - 7,371

**Gender Representation:** Local employer response indicates 46% female, 54% male

### Where The Jobs Are:

Bars  
Eating Establishments  
Restaurants

**Employers' Employment Outlook:** 17 employers provided data to develop this profile.

3 expect employment to grow, 13 project employment to remain stable and 1 expects employment to decline over the next three years.

**OES Growth Projections:** New jobs through 2004: 1,250

Separations to 2004: 740

\*Total Openings: 1,990

**New Job Growth Rate:** 27.8%\* Projected growth is faster than the county-wide average of 17.7%\*.

\*7 year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Restaurant Manager, General Manager

**Unionization/Collective Bargaining:** None reported

**Alternate Job Titles:** Food Service Director, Food and Beverage Manager, Distribution Manager, Food Service Supervisor, Restaurant Supervisor/Manager

**Related DOT Codes:** 185.137-010, 187.167-026, 187.167-106, 187.167-206, 319.137-018

**Data Collection Date:** Summer 1998

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## HAND PACKERS AND PACKAGERS

OES 989020

Hand Packers and Packagers pack or package by hand a wide variety of products and materials. Does not include workers whose jobs require more than minimum training.

### WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$5.75 - 6.50	\$6.00
New Hires, With Experience:	\$5.75 - 8.00	\$6.50
After Three Years With the Firm:	\$6.50 - 9.50	\$7.13

\*Combined union and non-union wages

**Average Weekly Hours:** Many (57%) Hand Packers and Packagers work on a temporary or on-call basis. A few (19%) work full-time, or on a seasonal basis, (18%) at 40 hours per week.

**Shifts:** All (100%) employers report having day shifts. Some (25%) also have swing shifts.

### Fringe Benefits, Who Pays\*

#### Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>E'ee Pays All</u>
Medical Insurance:	21%	21%	7%
Dental Insurance:	21%	14%	7%
Vision Insurance:	7%	21%	7%
Life Insurance:	21%	14%	0%
Paid Sick Leave:	29%	0%	0%
Paid Vacation:	43%	0%	0%
Retirement Plan:	14%	0%	21%
Child Care:	0%	0%	0%

Other employers specified: 401-K Plan, Paid Holidays, Profit Sharing, Education Reimbursement,

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Most (69%) firms require less than a high school education. Some (31%) require a high school diploma or equivalent.

**Training:** Some (25%) firms accept training as a substitute for work experience. All (100%) do not require vocational training.

**Education / Training Providers:** No formal education or training programs for this occupation.

**Experience:** Most (75%) firms do not require related work experience. Responding employers report rarely hiring experienced applicants.

### Skills rated "very important":

Ability to perform accurate work  
 Ability to stand continuously for two or more hours  
 Ability to work under pressure  
 Ability to read and follow instructions  
 Oral communication skills  
 Good hand-eye coordination  
 Ability to work independently  
 Knowledge of shipping and labeling procedures  
 Ability to write legibly  
 Ability to use cutting tools  
 Willingness to work with close supervision  
 Willingness to work nights, weekends, and holidays  
 Ability to read manifests  
 Possession of a valid drivers license  
 Knowledge of packing and wrapping procedures/materials  
 Knowledge of safe working procedures

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
Not Difficult		X
Few Employers Hire	X	

Job Market for: **Hand Packers and Packagers**

Experienced Applicants: **Very competitive job search**

Inexperienced Applicants: **Very competitive job search**

### Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Walk-In Applicants, Newspaper Advertisements.

**Others include:** Private Employment Agencies, Radio Advertisements.

**Turnover:** Very low, 5% in the past 12 months.

A few employers report high turnover due to the seasonal nature of their business.

**Size of 2000 Employment:** Large - Between 3,402 - 7,371

**Gender Representation:** Local employer response indicates 48% female, 52% male

### Where The Jobs Are:

Agricultural Production  
Business Services  
Grocery Stores  
Manufacturing Companies  
Newspapers, Book Publishers  
Printing Services  
Temporary Agencies  
Trucking and Courier Services

**Employers' Employment Outlook:** 16 employers provided data to develop this profile.

8 project employment to grow and 8 expect employment to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 1,460  
Separations to 2004: 1,230  
\*Total Openings: 2,690

**New Job Growth Rate:** 25.1%\* Projected growth is faster than the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Alternate Job Titles:** Packer, Shipper, Assembler Packer, Production Worker

**Related DOT Codes:** 529.687-022, 920.587-018, 920.687-134

**Promotional Opportunities:** Shipper, Supervisor, Checker, Driver, Sales Representative, Crew Leader, Materials Handler, Manager

**Unionization/Collective Bargaining:** Yes. 19% of employers and 5% of employees were unionized.

**Data Collection Date:** Summer 1999

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## HAZARDOUS MATERIALS REMOVAL WORKERS

OES 878030

Hazardous Materials Removal Workers remove, pack, transport, and/or dispose of hazardous materials, including asbestos, waste fuel, contaminated soil, etc. Specialized training and certification in hazardous materials handling and/or a confined entry permit is generally required.

### WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$7.50 - 14.61	\$10.00
New Hires, With Experience:	\$10.00 - 15.00	\$12.00
After Three Years With the Firm:	\$12.00 - 18.00	\$14.76

\*Combined union and non-union wages

**Average Weekly Hours:** Almost all (97%) Hazardous Materials Removal Workers work full-time, 42 hours per week.

**Shifts:** All (100%) employers report having day shifts. A few (7%) also have swing and graveyard shifts.

### Fringe Benefits, Who Pays\*

#### Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>E'ee Pays All</u>
Medical Insurance:	87%	13%	0%
Dental Insurance:	53%	20%	27%
Vision Insurance:	47%	20%	33%
Life Insurance:	47%	13%	40%
Paid Sick Leave:	60%	0%	40%
Paid Vacation:	87%	0%	13%
Retirement Plan:	47%	7%	40%
Child Care:	0%	0%	100%

Other employers specified: Company Provided Protection Gear

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Almost all (93%) firms require a high school diploma or equivalent. A few (7%) require a bachelor degree.

**Training:** Most (64%) firms accept training as a substitute for work experience. Most (60%) require technical training. All firms provide training and all applicants are required to take the OSHA 40 hour "Hazzwopper" course and must be certified by the state before starting work. Eight hour refresher courses are provided to all Hazardous Waste Handlers annually.

**Education / Training Providers:** See Appendix A, page 208

**Experience:** Most (67%) firms do not require prior related work experience, but prefer 6-36 months experience as a Hazardous Materials Removal Worker. Some (36%) accept applicants with 9-24 months experience as Hazardous Waste Technician or Field Chemist.

### Skills rated "very important":

Completion of hazardous waste handlers course  
 Record keeping and documentation skills  
 Ability to read and follow instructions  
 Knowledge of cleanup, decontamination, and disposal procedures  
 Ability to apply principles of hazardous and toxic waste disposal  
 Knowledge of containment procedures  
 Knowledge of public health and safety procedures  
 Oral communication skills  
 Ability to work independently  
 Interpersonal and customer service skills  
 Knowledge of spill prevention procedures  
 Knowledge of government rules and regulations

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		
Few Employers Hire		

Job Market for: **Hazardous Materials Removal Workers**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Little competition in job search**

### Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Walk-In Applicants, Newspaper Advertisements.

**Others include:** Internet, Trade Journals, In House Promotion or Transfer.

**Turnover:** Moderate, 14% in the past 12 months.

**Size of 2000 Employment:** Small - Less than 1,701

**Gender Representation:** Local employer response indicates 7% female, 93% male

### Where The Jobs Are:

Electronic Manufacturing  
Environmental Cleanup Services  
Federal Government (U.S. Military)  
Hazardous Waste Handling and Disposal Services  
Landfill Operations  
Local Government  
Local Ship Building and Repair  
Waste Collection and Disposal Services

**Employers' Employment Outlook:** 15 employers provided data to develop this profile.

3 project employment to grow and 12 expect employment to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 90  
Separations to 2004: 0  
\*Total Openings: 90

**New Job Growth Rate:** 25.0%\* Projected growth is faster than the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Alternate Job Titles:** Waste Technician, Hazardous Materials Handler, Environmental Service Worker, Environmental Field Technician, Chemical Logistics Operator, Shop Worker, Asbestos Abatement Worker, Hazardous Waste Technician, Environmental Safety Technician, Environmental Health Specialist, Hazardous Waste Handler/Disposer

**Related DOT Codes:** 029.261-014, 168.267-086, 869.684-082, 955.383-010

**Promotional Opportunities:** Lead Handler, Field Technician II, Foreman, Supervisor, Field Chemist, Environmental Health Supervisor, Estimator, Driver

**Unionization/Collective Bargaining:** Yes. 13% of employers and 6% of employees were unionized.

**Data Collection Date:** Summer 1999

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS AND INSTALLERS

OES 859020

Heating, Air Conditioning, and Refrigeration Mechanics and Installers install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling and central air conditioning systems. Does not include workers who do only plumbing and pipefitting work.

### WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$8.00 - 9.59	\$8.25
New Hires, With Experience:	\$10.00 - 17.98	\$13.00
After Three Years With the Firm:	\$14.00 - 20.00	\$18.00

\*Combined union and non-union wages  
Some employers may also pay a bonus.

**Average Weekly Hours:** Almost all (98%) Heating, Air Conditioning, and Refrigeration Mechanics work full-time, 41 hours per week.

**Shifts:** All (100%) employers report having day shifts.

### Fringe Benefits, Who Pays\*

#### Full Time Employees

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not provided</u>
Medical Insurance:	76%	18%	6%
Dental Insurance:	47%	12%	41%
Vision Insurance:	24%	6%	71%
Life Insurance:	41%	0%	53%
Paid Sick Leave:	47%	6%	47%
Paid Vacation:	82%	6%	6%
Retirement Plan:	24%	6%	53%
Child Care:	0%	0%	100%

Other employers specified: 401-K Plan, Long-Term Disability

\*The percentage is based on the number of employers responding to this question.  
Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Almost all (94%) firms require a high school diploma or equivalent.

**Training:** Many (53%) firms accept technical training as a substitute for work experience. Applicants with 12-24 months HVAC training are preferred. Most (65%) require vocational training. Some provide 3-12 months on-the-job training and a few provide four year apprenticeship programs.

**Education / Training Providers:** See Appendix A, page 208

**Experience:** Many (59%) firms require 2-5 years related work experience. Many(41%) prefer, but do not require, related work experience. Some (31%) accept experience as a Plumber, Electrician, or Air Conditioning Trade Worker.

### Skills rated "very important":

Possession of mechanical aptitude  
Knowledge of heating, air conditioning, and refrigeration systems  
Possession of a valid drivers license  
Ability to work independently  
Troubleshooting skills  
Ability to work on a team  
Knowledge of safe working practices and safety gear  
Ability to read and follow instructions  
Ability to work under pressure and meet deadlines  
Ability to use hand tools and power tools  
Oral communication skills  
Ability to work from ladders or scaffolds  
Ability to lift 50 lbs.  
Ability to read and interpret blueprints  
Knowledge of shop mathematics  
Ability to stand continuously for two or more hours



## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		
Few Employers Hire		

Job Market for: **Heating, Air Conditioning, and Refrigeration Mechanics**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Little competition in job search**

### Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, Walk-In Applicants.

**Others include:** Internet, School or Program Referrals, Private Employment Agencies.

**Turnover:** Moderate, 11% in the past 12 months.

**Size of 2000 Employment:** Small - Less than 1,701

**Gender Representation:** Local employer response indicates 3% female, 97% male

### Where The Jobs Are:

Heating and Air Conditioning Contractors

Heating and Refrigeration Repair

**Employers' Employment Outlook:** 17 employers provided data to develop this profile.

12 project employment to grow and 5 expect employment to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 310  
Separations to 2004: 200  
\*Total Openings: 510

**New Job Growth Rate:** 29.8%\* Projected growth is much faster than the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Alternate Job Titles:** Heating and Air Conditioning Technician/Mechanic, Service Technician/Installer, Journey Level Technician

**Related DOT Codes:** 637.261-014, 637.361-010, 637.381-014, 637.664-010, 827.261-026

**Promotional Opportunities:** Lead Technician/Installer, Foreman, Supervising Technician, Sales/Service Manager

**Unionization/Collective Bargaining:** Yes. 12% of employers and 11% of employees were unionized.

**Data Collection Date:** Summer 1999

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## HOTEL DESK CLERKS

**OES 538080**

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$7.00 - 8.00	\$7.50
New Hires, With Experience:	\$7.00 - 8.82	\$7.75
After Three Years With the Firm:	\$8.00 - 10.00	\$9.00

**Average Weekly Hours:** Almost all (89%) Hotel Desk Clerks work full-time, 39 hours per week. A few (10%) work part-time, 21 hours per week.

**Shifts:** All (100%) employers report having day shifts. Almost all (83%) also have swing and many (48%) have graveyard shifts.

### Fringe Benefits, Who Pays\*

#### Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	26%	65%	9%
Dental Insurance:	26%	43%	13%
Vision Insurance:	26%	26%	43%
Life Insurance:	43%	26%	22%
Paid Sick Leave:	48%	17%	35%
Paid Vacation:	74%	17%	9%
Retirement Plan:	22%	52%	26%
Child Care:	0%	0%	100%
Other employers specified: 401-K Plan, Benefit Room Nights, Daily Meal Allowance, Stock Options			

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** All (100%) firms require a high school diploma or equivalent.

**Training:** Some (37%) firms accept 6-12 months training as a substitute for work experience. Almost all (87%) do not require vocational training. Applicants with industry database and word processing computer software skills are preferred.

**Education / Training Providers:** See Appendix A, page 208

**Experience:** Most (78%) firms do not require, but prefer related work experience. Most (68%) accept 6-12 months experience in customer service. Responding employers report rarely hiring experienced applicants.

### Skills rated "very important":

Customer service skills  
 Oral communication skills  
 Dedication to being well groomed/professional appearance  
 Ability to work on a team  
 Willingness to work nights, weekends, and holidays  
 Ability to work under pressure  
 Ability to stand continuously for two or more hours  
 Ability to read and follow instructions  
 Cash handling skills  
 Ability to work independently  
 Basic math skills  
 Familiar with local tourist attractions and restaurants  
 Record keeping skills  
 Willingness to work with close supervision  
 Interpersonal skills  
 Ability to speak a second language

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
Not Difficult		X
Few Employers Hire	X	

Job Market for: **Hotel Desk Clerks**

Experienced Applicants: **Very competitive job search**

Inexperienced Applicants: **Very competitive job search**

### Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, In-House Promotion or Transfer.

**Others include:** Walk-In Applicants, Colleges and Universities, Job Postings.

**Turnover:** High, 41% in the past 12 months.

**Size of 2000 Employment:** Medium - Between 1,702 - 3,401

**Gender Representation:** Local employer response indicates 63% female, 37% male

### Where The Jobs Are:

Hotels

Motels

Resorts and Spas

**Employers' Employment Outlook:** 23 employers provided data to develop this profile.

2 project employment to grow and 21 expect employment to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 330  
Separations to 2004: 660  
\*Total Openings: 990

**New Job Growth Rate:** 19.0%\* Projected growth is about the same as the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Alternate Job Titles:** Front Desk Agent/Clerk, Guest Service Agent/Representative, Guest Relations Agent

**Related DOT Codes:** 238.367-038

**Promotional Opportunities:** Front Desk Supervisor, Guest Services Manager, Front Office Manager, Sales Representative, Concierge, Shift Leader, Catering Manager, Night Auditor, Accounting Manager, Human Resource Assistant

**Unionization/Collective Bargaining:** Yes. 13% of employers and 12% of employees were unionized.

**Data Collection Date:** Summer 1999

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## HUMAN RESOURCE TECHNICIANS

**166267999**

Human Resource Technicians provide assistance to personnel directors and managers in identifying, evaluating, and resolving human relations and work performance problems within establishments. Workers in this occupation attend meetings of managers, supervisors and work units to ascertain problems that adversely affect employee morale and productivity and to determine effective redemption techniques, such as job skill training or personal intervention; develop and conduct training to instruct managers, supervisors, and workers in a variety of related skills, such as supervisory skills, conflict resolution skills, interpersonal communication skills, and group interaction skills; schedule individuals for technical job-related skills training. May assist in screening applicants for employment and in-house training programs, participate in labor relations issues; and write employee newsletter.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$7.25 - 14.50	\$10.00
New Hires, With Experience:	\$8.50 - 17.25	\$12.00
After Three Years With the Firm:	\$10.00 - 21.50	\$15.17

**Average Weekly Hours:** Almost all Human Resource Technicians work full-time, 40 hours per week.

### Fringe Benefits, % of employers offering\*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	56%
Life Insurance:	83%
Paid Sick Leave:	89%
Paid Vacation:	94%
Retirement Plan:	83%
Child Care:	11%
Other employers specified: Tuition Reimbursement, Stock Options, Profit Sharing	

\*The percentage is based on the number of employers offering fringe benefits and responding to this question.

### EMPLOYER REQUIREMENTS

**Education:** Many recent hires have an associate degree. Some have a bachelor degree and a few have some college (but not necessarily a degree).

**Training:** Most firms sometimes accept training as a substitute for work experience. Employers prefer applicants with human resource training and certification, having a knowledge of employment law, and possessing word processing, spreadsheet, database, and Internet software skills.

**Education / Training Providers:** See Appendix A, page 209

**Experience:** Many firms always require related work experience. Employers prefer applicants with 1-3 years experience as a Human Resource Assistant, Technician or Representative, Customer Service Representative, or Accounting Assistant.

### Skills rated "very important":

Ability to keep personnel records confidential  
 Oral communication and telephone answering skills  
 Customer service and interpersonal skills  
 Knowledge of company employment policies  
 Knowledge of labor and employment laws  
 Record keeping and filing skills  
 Report writing and proof reading skills  
 Ability to interview job applicants for information  
 Knowledge of company compensation and benefits packages  
 Knowledge of job classification systems  
 Knowledge of various cultural backgrounds  
 Willingness to work long hours  
 Problem solving skills  
 Knowledge and use of human resource data bases  
 Knowledge of Internet recruiting

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Human Resource Technicians**  
Experienced Applicants: **Competitive**  
Inexperienced Applicants: **Competitive**

### Recruitment Methods Most Frequently Used:

Newspaper Advertisements, In-House Promotion or Transfer, Employee Referrals

**Turnover:** Moderately high, 23% in the past 12 months.

**Size of 2000 Employment:** Not available

**Gender Representation:** Local employer response indicates 94% female, 6% male

### Where The Jobs Are:

Bars  
Eating Establishments  
Restaurants

**Employers' Employment Outlook:** 18 employers provided data to develop this profile.

8 expect employment to grow and 10 project employment to remain stable over the next three years.

**OES Growth Projections:** Not available

**New Job Growth Rate:** Not available

## OTHER INFORMATION

**Promotional Opportunities:** Senior Human Resource Coordinator, Human Resource Director, Human Resource Administrator/Manager, Training Director

**Unionization/Collective Bargaining:** None reported

**Alternate Job Titles:** Human Resource Representative, Human Resource Coordinator, Human Resource Assistant

**Related DOT Codes:** 166.267-038, 205.367-062, 209.362-026

**Data Collection Date:** Summer 1998

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## INSPECTORS, TESTERS AND GRADERS - PRECISION

**830020**

Inspectors, Testers and Graders - Precision perform precision inspecting, testing, and grading of parts, products, and equipment for defects, wear, and deviations from specifications. Most of these workers use precision measuring instruments and complex test equipment and hand tools and make minor repairs. Does not include workers who combine inspection and testing with major repair work.

The following is used by employers in the bio-technology industry when describing inspectors, testers and graders and is a subset of the above definition.

## MANUFACTURING ASSISTANTS (BIO-TECHNOLOGY)

**830020999**

Manufacturing Assistants (Bio-Technology) assist in the accurate manufacturing and packaging of potential and existing products; keeps production records. They weigh, measure and check raw materials and ensure the manufactured batches contain the proper ingredients and quantities. They work with automated or semi-automated equipment. They keep equipment and area clean and comply with good manufacturing practices (GMPs) and safety regulations. They notify supervisor of any process discrepancies. They troubleshoot equipment and report all malfunctions to supervisor as soon as possible.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$5.75 - 15.00	\$8.00
New Hires, With Experience:	\$6.00 - 20.00	\$9.00
After Three Years With the Firm:	\$8.00 - 30.00	\$11.51

**Average Weekly Hours:** Many Manufacturing Assistants work full-time, 40 hours per week or on a temporary or on-call basis, 39 hours per week.

### Fringe Benefits, % of employers offering\*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	82%
Vision Insurance:	53%
Life Insurance:	86%
Paid Sick Leave:	88%
Paid Vacation:	71%
Retirement Plan:	64%
Other employers specified: 401-K Plan, Stock Options	

\*The percentage is based on the number of employers offering fringe benefits and responding to this question.

### EMPLOYER REQUIREMENTS

**Education:** Many recent hires have a high school diploma or equivalent and some have taken college courses (but not necessarily obtained a degree).

**Training:** Many firms sometimes accept training as a substitute for work experience. Some employers provide in-house training in Good Manufacturing Practices (GMP) and prefer applicants with word processing software skills.

**Education / Training Providers:** See Appendix A, page 210

**Experience:** Many firms sometimes require related work experience. Employers prefer applicants with 6 -12 months experience as a Production Technician, Manufacturing Assistant, or Quality Control Technician.

### Skills rated "very important":

Ability to read and follow instructions  
 Ability to follow safe equipment operating practices  
 Ability to work on a team  
 Ability to monitor gauges and signals  
 Manual dexterity  
 Knowledge of OSHA safety standards  
 Ability to operate automated manufacturing equipment  
 Willingness to work with close supervision  
 Knowledge of automated manufacturing processes  
 Oral communication skills  
 Knowledge of proper disposal of chemical waste  
 Basic math skills  
 Ability to work independently  
 Ability to maintain production equipment  
 Knowledge of ISO 9000

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Manufacturing Assistants**

Experienced Applicants: **Competitive**

Inexperienced Applicants: **Competitive**

### Recruitment Methods Most Frequently Used:

Newspaper Advertisements, Private Employment Agencies, Employee Referrals

**Turnover:** Moderate, 18% in the past 12 months.

**Size of 2000 Employment:** Small - Less than 1,701

**Gender Representation:** Local employer response indicates 49% female, 51% male

### Where The Jobs Are:

Biotechnology Research  
Chemical Products Manufacturing  
Pharmaceutical and Drug Manufacturing  
Temporary Staffing Agencies

**Employers' Employment Outlook:** 17 employers provided data to develop this profile.

13 project employment to grow and 4 expect employment to remain stable over the next three years.

**OES Growth Projections:** New jobs through 2004: 80  
Separations to 2004: 170  
\*Total Openings: 250

**New Job Growth Rate:** 5.3%\* Projected growth is slower than the county-wide average of 17.7%\*.

\*7 year period 1997 through 2004.

## OTHER INFORMATION

**Alternate Job Titles:** Production Operator/Technician, Specialist, Assistant, Manufacturing Technician, Weigher, Packager, Quality Control Technician, Laboratory Technician

**Related DOT Codes:** 012.261-014, 221.382-018, 559.361-010, 929.687-062

**Promotional Opportunities:** Manufacturing Associate, Production Supervisor/Manager, Lead Manufacturing Technician, Team Leader

**Unionization/Collective Bargaining:** None reported

**Data Collection Date:** Summer 1998

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## INSTRUCTIONAL AIDES

**OES 315211**

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

### WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$5.75 - 10.75	\$7.40
New Hires, With Experience:	\$6.00 - 11.25	\$7.75
After Three Years With the Firm:	\$7.25 - 13.00	\$9.25

\*Combined union and non-union wages

**Average Weekly Hours:** Almost all Instructional Aides work part-time, 21 hours per week. A few work full-time, 38 hours per week, or on a temporary or on-call basis, 30 hours per week.

### Fringe Benefits, % of employers offering\*

	<u>Full-Time</u>	<u>Part-Time</u>
Medical Insurance:	67%	33%
Dental Insurance:	50%	33%
Vision Insurance:	33%	33%
Life Insurance:	50%	33%
Paid Sick Leave:	67%	33%
Paid Vacation:	50%	33%
Retirement Plan:	33%	33%

Other employers specified: Tuition Reimbursement

\*The percentage is based on the number of employers offering fringe benefits and responding to this question.

### EMPLOYER REQUIREMENTS

**Education:** Almost all recent hires have some college (but not necessarily a degree).

**Training:** Most firms never accept training as a substitute for work experience. Employers prefer applicants with early childhood education and training for Special Education Instructional Aides and have basic computer skills.

**Education / Training Providers:** See Appendix A, page 211

**Experience:** Some firms usually require related work experience. Applicants with 6-12 months experience as a Volunteer Student Teacher, Teacher Assistant, Student Teacher, Child Instructor, or Special Education Assistant are preferred.

### Skills rated "very important":

Willingness to work part time  
 Possession of a clean police record  
 Patience with children  
 Ability to read and follow instructions  
 Oral communication skills  
 Ability to work under pressure and handle crisis situations  
 Ability to perform emergency first aid  
 Classroom management skills  
 Classroom discipline skills and supervision skills  
 Ability to work independently  
 Record keeping skills  
 Ability to motivate students  
 Ability to provide classroom clerical support  
 Ability to write effectively  
 Ability to perform basic mathematical computations



## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
A Little Difficult		X
Not Difficult	X	

Job Market for: **Instructional Aides**

Experienced Applicants: **Very competitive**

Inexperienced Applicants: **Competitive**

### Recruitment Methods Most Frequently Used:

Newspaper Advertisements, Unsolicited Applicants, Employee Referrals

**Turnover:** Extremely high, 41% in the past 12 months.

**Size of 2000 Employment:** Very large - 7,372 and above

**Gender Representation:** Local employer response indicates 61% female, 39% male

### Where The Jobs Are:

Elementary and Secondary Schools

Community Colleges

**Employers' Employment Outlook:** 16 employers provided data to develop this profile.

5 expect employment to grow and 11 project employment to remain stable over the next three years.

**OES Growth Projections:** New jobs through 2004: 2,240  
Separations to 2004: 750  
\*Total Openings: 2,990

**New Job Growth Rate:** 32.1%\* Projected growth is much faster than the county-wide average of 17.7%\*.

\*7 year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Instructional Lab Technician, Classroom Teacher (with requisite education)

**Unionization/Collective Bargaining:** Yes. 19% of employers and 9% of employees were unionized.

**Alternate Job Titles:** Teacher Assistant, Teacher Aide, Special Education Aide, Classroom Aide, Student Tutor

**Related DOT Codes:** 099.327-010, 219.467-010, 249.367-074

**Data Collection Date:** Summer 1998

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## INTERNET WEB SITE DESIGNERS/DEVELOPERS (WEBMASTERS)

**031064999**

Internet Web Site Designers/Developers (Webmasters) are responsible for managing the content of an organization's Internet web site. Usually using specialized software, they create, design and maintain web pages to communicate an organization's message to Internet users.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$13.64 - 30.00	\$15.00
New Hires, With Experience:	\$11.51 - 30.00	\$19.18
After Three Years With the Firm:	\$16.78 - 50.00	\$32.36

**Average Weekly Hours:** Most (97%) Internet Web Site Designers work full-time, 44 hours per week. A few (3%) work part-time, 23 hours per week.

**Shifts:** All (100%) employers report having day shifts.

### Fringe Benefits, Who Pays\*

#### Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	80%	13%	7%
Dental Insurance:	80%	13%	7%
Vision Insurance:	47%	7%	47%
Life Insurance:	33%	0%	67%
Paid Sick Leave:	93%	0%	7%
Paid Vacation:	93%	0%	7%
Retirement Plan:	7%	47%	47%
Child Care:	0%	0%	100%
Other employers specified: 401-K Plan			

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Many (47%) firms require a high school diploma or equivalent. Some firms either require an associate degree (33%) or a bachelor degree (20%).

**Training:** Some (21%) firms accept eight months of training as a substitute for work experience. Employers prefer applicants with knowledge of the following software programs: Adobe Photoshop, Broadvision, Cold Fusion, C++, Delphi, DHTML, HTML, Flash, Java Script, Oracle, PERL, VB Script, and XML Programming.

**Education / Training Providers:** See Appendix A, page 211

**Experience:** Most (73%) firms require 1-2 years work experience as a Internet Web Site Designer or Web Master. Some (31%) accept 1-2 years experience as a Computer Programmer.

### Skills rated "very important":

Web site design and editing skills  
 Ability to create and edit hypertext markup  
 Ability to read and follow instructions  
 Ability to work under pressure and meet deadlines  
 Knowledge of Adobe Illustrator/Photoshop, and Quark Express  
 Ability to work independently  
 Ability to design computer graphic images  
 Knowledge of Windows and Mac platforms  
 Knowledge of download time, bandwidth, and Internet browsers  
 Creativity  
 Knowledge of Internet protocols  
 Interpersonal skills  
 Customer service skills  
 Oral communication skills  
 Interface design skills

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		
Few Employers Hire		

Job Market for: **Internet Web Site Designers**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Little competition in job search**

### Recruitment Methods, Three Most Frequently Used:

Internet, Employee Referrals, Newspaper Advertisements

**Others include:** Job Fairs, Referrals from other web companies, Networking Events

**Turnover:** High, 42% in the past 12 months.

**Size of 2000 Employment:** Not available

**Gender Representation:** Local employer response indicates 29% female, 71% male

### Where The Jobs Are:

Advertising Agencies

Computer Programming Services

Internet Web Design Companies

Management Consulting Services

Television and Radio Stations

**Employers' Employment Outlook:** 15 employers responded providing data representing 147 employees for this occupation.

All 15 employers project employment to grow.

**OES Growth Projections:** Not available

**New Job Growth Rate:** Not available

## OTHER INFORMATION

**Promotional Opportunities:** Web Applications Director, Project Leader, System Administrator, Design Coordinator, Flash Director, Project Manager, Production Supervisor, Creative Director, Senior Web Developer, Senior Applications Developer.

**Unionization/Collective Bargaining:** None reported

**Alternate Job Titles:** Application Developer Artist, Graphic Designer, Web Programmer, HTML Programmer, Creative Designer

**Related Codes:** Not available

**Data Collection Date:** Summer 2000

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## INTERPRETERS, SIGN LANGUAGE

**137267998**

Interpreters, Sign Language, provide translation between spoken and manual (sign language) communication. Translates spoken material into sign language for understanding of deaf. Interprets sign language of deaf into oral or written language for hearing individuals or others not conversant in sign language. May translate television news and other broadcasts for deaf viewers.

### WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	- - Not Available - -	
New Hires, With Experience:	\$12.05 - 22.00	\$18.00
After Three Years With the Firm:	\$12.05 - 26.00	\$24.00

\*Combined union and non-union wages

**Average Weekly Hours:** Many Sign Language Interpreters (51%) work on a temporary or on-call basis, 15 hours per week or part-time, (44%) 23 hours per week. A few (5%) work full-time, 38 hours per week.

**Shifts:** Almost all (89%) employers report having day shifts and most (78%) have evening shifts.

### Fringe Benefits, Who Pays\*

	Part Time Employees		
	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	0%	11%	56%
Dental Insurance:	0%	11%	56%
Vision Insurance:	0%	11%	56%
Life Insurance:	0%	0%	67%
Paid Sick Leave:	11%	0%	56%
Paid Vacation:	11%	0%	56%
Retirement Plan:	0%	0%	56%
Child Care:	0%	0%	67%

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Many firms require either a high school diploma or equivalent (44%) or an associate degree (44%).

**Training:** Some (22%) firms accept training as a substitute for work experience. Employers require certification by the National Association of the Deaf (NAD) or Registered Interpretory for the Deaf (RID).

**Education / Training Providers:** See Appendix A, page 213

**Experience:** Almost all (89%) firms require 1-2 years related work experience. Responding employers report rarely hiring inexperienced applicants.

### Skills rated "very important":

Ability to use and interpret American Sign Language (ASL)  
 Ability to Sign Exact English (SEE)  
 Ability to work independently  
 Willingness to work part-time, on-call, work nights, weekends, or holidays  
 Ability to pay attention to detail  
 English grammar and spelling skills  
 Ability to work as part of a team  
 Ability to work under pressure  
 Verbal communication and presentation skills  
 Ability to perform routine repetitive work  
 Ability to read and follow instructions  
 Oral communication skills  
 Problem solving skills  
 Multi-cultural familiarity  
 Possession of a reliable vehicle and drivers license  
 Interpersonal skills  
 Ability to work with adolescents

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		
Not Difficult		
Few Employers Hire		X

Job Market for: **Sign Language Interpreters**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Very competitive job search**

### Recruitment Methods, Three Most Frequently Used:

Colleges and Universities, Employee Referrals, Walk-In Applicants.

**Others include:** School and Program Referrals, Networking with the Deaf Community.

**Turnover:** Moderately low, 6% in the past 12 months.

**Size of 2000 Employment:** Not available

**Gender Representation:** Local employer response indicates 75% female, 25% male

### Where The Jobs Are:

Community Based Social Organizations

Interpreting Services

Selected Community Colleges

Selected High School Districts

Selected Colleges and Universities

**Employers' Employment Outlook:** 9 employers provided data to develop this profile.

2 project employment to grow and 7 expect employment to remain stable over the next two years.

**OES Growth Projections:** Not available

**New Job Growth Rate:** Not available

## OTHER INFORMATION

**Alternate Job Titles:** Interpreter for the Hearing Impaired/Deaf, Translator for the Deaf

**Related DOT Codes:** 137.267-014

**Promotional Opportunities:** Lead Interpreter, Supervisor, Sign Language Trainer

**Unionization/Collective Bargaining:** Yes. 11% of employers and 2% of employees were unionized.

**Data Collection Date:** Summer 1999

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## LICENSED VOCATIONAL NURSES

**OES 325050**

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

### WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$11.00 - 13.00	\$11.86
New Hires, With Experience:	\$11.00 - 15.30	\$12.50
After Three Years With the Firm:	\$13.50 - 18.71	\$16.00

\*Combined union and non-union wages

**Average Weekly Hours:** Most (75%) Licensed Vocational Nurses work full-time, 40 hours per week. Some (24%) work part time, 20 hours per week.

**Shifts:** All (100%) employers report having day and swing shifts. Most (73%) have swing shifts, some (27%) report graveyard or evening shifts.

### Fringe Benefits, Who Pays\*

	Full Time Employees		
	E'er Pays All	Shared Cost	Not Provided
Medical Insurance:	20%	73%	0%
Dental Insurance:	20%	53%	7%
Vision Insurance:	7%	47%	20%
Life Insurance:	13%	53%	13%
Paid Sick Leave:	100%	0%	0%
Paid Vacation:	100%	0%	0%
Retirement Plan:	13%	60%	13%
Child Care:	0%	7%	93%
Other employers specified: Long-Term Disability, Tuition Reimbursement, Scholarships			

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Some firms either require a bachelor degree, (33%) an associate degree, (33%) or a high school diploma or equivalent (33%).

**Training:** Some (27%) accept one year training as a substitute for work experience. Many (53%) require 1-2 years vocational training. Nursing programs contain at least 1,530 hours of study and practice. California law requires that Licensed Vocational Nurses be licensed by the Vocational Nurses and Psychiatric Technician Examiners, Department of Consumer Affairs. Applicants with word processing, and database software skills are preferred.

**Education / Training Providers:** See Appendix A, page 214

**Experience:** Many (53%) firms require six months to two years of work experience as a Licensed Vocational Nurse. Many (50%) accept 1-2 years experience in long-term care facilities, acute medical surgery, or as a Certified Nursing Assistant.

### Skills rated "very important":

Ability to take and interpret vital signs  
 Ability to read and follow instructions  
 Ability to give injections  
 Oral communication skills  
 Patient observation skills  
 Ability to provide personal services to patients  
 Ability to handle crisis situations  
 Ability to write effectively  
 Ability to work independently  
 Physical strength to lift patients  
 Knowledge of asepsis  
 Knowledge of blood withdrawal  
 Knowledge of patient transferring techniques  
 Record keeping skills

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		
Few Employers Hire		

Job Market for: **Licensed Vocational Nurses**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

### Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, In-House Promotion or Transfer.

**Turnover:** Moderately low, 9% in the past 12 months.

**Size of 2000 Employment:** Large - Between 3,403 - 7,371

**Gender Representation:** Local employer response indicates 88% female, 12% male

### Where The Jobs Are:

Doctors' Offices

Home Health Care Services

Hospitals

Medical Offices and Clinics

Nursing and Special Care Facilities

Temporary Agencies

**Employers' Employment Outlook:** 15 employers responded providing data representing 506 employees for this occupation.

6 employers project employment to grow and 8 expect it to remain stable, and 1 expects it to decline over the next two years.

**OES Growth Projections:** New jobs through 2004: 370  
Separations to 2004: 610  
\*Total Openings: 980

**New Job Growth Rate:** 9.0%\* Projected growth is slower than the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** LVN II, III, IV, House Supervisor, Shift Supervisor, Facility Manager, Registered Nurse, Floor Supervisor

**Unionization/Collective Bargaining:** Yes. 7% of employers and 20% of employees were unionized.

**Alternate Job Titles:** Nurse Specialist, Charge Nurse

**Related Codes:** DOT - 079.374-014 O\*NET - 29-2061.00

**Data Collection Date:** Summer 2000

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## LOAN AND CREDIT CLERKS

OES 531210

Loan and Credit Clerks assemble documents, prepare papers, process applications, and complete transactions of individuals applying for loans and credit. Loan Clerks review loan papers to insure completeness; operate typewriters to prepare correspondence, reports, and loan documents from draft; and complete transactions between a loan establishment, borrowers, and sellers upon approval of loan. Credit Clerks interview applicants to obtain personal and financial data, determine credit worthiness, process applications, and notify customer of acceptance or rejection of credit. Does not include Loan Interviewers.

## WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.25 - 10.00	\$8.75
New Hires, With Experience:	\$7.50 - 12.72	\$10.00
After Three Years With the Firm:	\$9.00 - 15.14	\$12.50

**Average Weekly Hours:** Almost all (91%) Loan and Credit Clerks work full-time, 40 hours per week. A few (9%) work part-time, 24 hours per week.

**Shifts:** All (100%) employers report having day shifts.

### Fringe Benefits, Who Pays\*

	Full Time Employees		
	E'er Pays All	Shared Cost	E'ee Pays All
Medical Insurance:	53%	35%	0%
Dental Insurance:	53%	29%	6%
Vision Insurance:	47%	24%	6%
Life Insurance:	53%	24%	6%
Paid Sick Leave:	76%	12%	0%
Paid Vacation:	82%	12%	0%
Retirement Plan:	59%	12%	12%
Child Care:	12%	0%	6%
Other employers specified: 401-K Plan			

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

## EMPLOYER REQUIREMENTS

**Education:** All (100%) firms require a high school diploma or equivalent.

**Training:** Almost all (88%) firms do not require vocational training. Some (24%) accept 3-6 months Mortgage Banking training as a substitute for work experience. Applicants with word processing, spreadsheet, and database computer software skills are preferred.

**Education / Training Providers:** See Appendix A, page 214

**Experience:** Almost all (82%) firms do not require related work experience, but prefer applicants with 6-12 months prior experience as a Loan or Credit Clerk. Most (71%) do not accept other occupational experience.

### Skills rated "very important":

Ability to read and follow instructions  
 Oral communication skills  
 Interpersonal and customer service skills  
 Ability to pay attention to detail  
 Telephone answering skills  
 Ability to check loan applications for accuracy  
 Ability to work under pressure and meet deadlines  
 Ability to keep accurate records  
 Ability to work independently  
 Ability to interview others for information  
 Organizational skills  
 Ability to perform routine repetitive work  
 Ability to write legibly  
 Basic math skills  
 Interpersonal skills  
 Ability to work on a team



## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Loan and Credit Clerks**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

### Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, In-House Promotion or Transfer.

**Others include:** Private Employment Agencies, Internet, Colleges and Universities, Walk-In Applicants.

**Turnover:** Moderate, 18% in the past 12 months.

**Size of 2000 Employment:** Medium - Between 1,702 - 3,401

**Gender Representation:** Local employer response indicates 77% female, 23% male

### Where The Jobs Are:

Commercial Banks  
Loan Brokers  
Mortgage Bankers  
Real Estate Agents  
Savings and Loans

**Employers' Employment Outlook:** 17 employers provided data to develop this profile.

7 project employment to grow and 10 expect employment to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 180  
Separations to 2004: 150  
\*Total Openings: 330

**New Job Growth Rate:** 8.5%\* Projected growth is slower than the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Alternate Job Titles:** Loan Administrator, Loan Processor, Credit Analyst, Information Processor, Note Processor, Financial Service Specialist, Visa Coordinator, Loan Assistant, Professional Financial Representative

**Related DOT Codes:** 205.367-022, 249.362-018, 249.362-018, 249.362-038

**Promotional Opportunities:** Processing Supervisor, Loan Officer, Underwriter, Operations Supervisor, Financial Services Manager, Credit Analyst

**Unionization/Collective Bargaining:** None reported.

**Data Collection Date:** Summer 1999

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## MACHINISTS

OES 891080

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$5.75 - 12.00	\$7.00
Union:	\$10.00 - 10.25	\$10.13
New Hires, With Experience:	\$6.75 - 15.00	\$12.00
Union:	\$11.00 - 16.00	\$13.50
After Three Years With the Firm:	\$8.00 - 19.00	\$16.00
Union:	\$15.00 - 22.00	\$18.50

**Average Weekly Hours:** Almost all Machinists work full-time, 40 hours per week.

### Fringe Benefits, % of employers offering\*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	57%
Vision Insurance:	29%
Life Insurance:	57%
Paid Sick Leave:	50%
Paid Vacation:	93%
Retirement Plan:	50%

\*The percentage is based on the number of employers offering fringe benefits and responding to this question.

### EMPLOYER REQUIREMENTS

**Education:** Almost all recent hires have a high school diploma or equivalent and a few have some college (but not necessarily a degree).

**Training:** Most firms usually accept training as a substitute for work experience. Applicants with two years vocational training as a machinist are preferred.

**Education / Training Providers:** See Appendix A, page 215

**Experience:** Many firms always require related work experience. Employers prefer applicants with 1-3 years experience as a Machinist or CNC Machinist (Computerized Numerical Control).

### Skills rated "very important":

- Ability to perform precision work
- Ability to use precision tools
- Ability to work independently
- Ability to work as part of a team
- Ability to read and follow instructions
- Ability to operate lathes, drill presses, and milling machines
- Oral communication skills
- Ability to read blueprints
- Ability to use handtools
- Manual dexterity
- Shop math skills
- Ability to operate numerically controlled (NC) machines
- Ability to stand for long periods of time
- Ability to work under pressure

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Machinists**

Experienced Applicants: **Somewhat competitive**

Inexperienced Applicants: **Somewhat competitive**

### Recruitment Methods Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Unsolicited Applicants

**Turnover:** Moderately low, 8% in the past 12 months.

**Size of 2000 Employment:** Large - Between 3,403 - 7,371

**Gender Representation:** Local employer response indicates 100% male

### Where The Jobs Are:

Aircraft Manufacturing and Parts  
Engine and Turbine Manufacturing  
Industrial Machinery  
Machine Products Manufacturing  
Metal Working Repair Shops  
Motor Vehicles and Equipment  
Ship Building and Repair

**Employers' Employment Outlook:** 15 employers provided data to develop this profile.

8 project employment to grow and 7 expect employment to remain stable over the next three years.

**OES Growth Projections:** New jobs through 2004: 590  
Separations to 2004: 790  
\*Total Openings: 1,380

**New Job Growth Rate:** 12.1%\* Projected growth is slower than the county-wide average of 17.7%\*.

\*7 year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Lead Machinist, Shop Foreman, Shop Manager

**Unionization/Collective Bargaining:** Yes. 13% of employers and 52% of employees were unionized.

**Alternate Job Titles:** None reported

**Related DOT Codes:** 600.280-022, 600.280-034, 600.280-042

**Data Collection Date:** Summer 1998

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## MASSAGE THERAPISTS

**334374999**

Massage Therapists massage customers and administer other body conditioning treatments for hygienic or remedial purposes. They apply alcohol, lubricants, or other rubbing compounds. They massage the body, using such techniques as kneading, rubbing, and stroking the flesh. They administer steam or dry heat, ultraviolet or infrared, or water treatments. They may counsel clients in activities such as reducing or remedial exercises, and body conditioning or treatments.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$8.50 - 20.00	\$17.00
With Commissions:	\$8.50 - 25.00	\$20.00
New Hires, With Experience:	\$12.00 - 30.00	\$20.00
With Commissions:	\$12.00 - 55.00	\$22.00
After Three Years With the Firm:	\$14.00 - 60.00	\$25.00
With Commissions:	\$14.00 - 60.00	\$30.00

**Average Weekly Hours:** Many (46%) Massage Therapists work part-time, 17 hours per week or on a temporary or on-call basis, (53%) 15 hours per week.

**Shifts:** Almost all (93%) employers report having day shifts. Some also have swing (33%) and graveyard shifts (27%).

### Fringe Benefits, Who Pays\*

	Part Time Employees	
	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	44%	56%
Dental Insurance:	22%	78%
Vision Insurance:	22%	78%
Life Insurance:	22%	78%
Paid Sick Leave:	33%	67%
Paid Vacation:	33%	67%
Retirement Plan:	22%	78%
Child Care:	0%	100%

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Almost all (87%) firms require a high school diploma or equivalent.

**Training:** Almost all (80%) firms require 6-12 months vocational training. A Licensed Massage Therapist certification requires 500 hours of training and a Holistic Health Practitioner requires 1000 hours. Some (33%) accept training as a substitute for related work experience. Massage Therapists practicing within the city limits of San Diego must be registered with the San Diego Police Department.

**Education / Training Providers:** See Appendix A, page 215

**Experience:** Many (47%) firms require 6-18 months related work experience. None accept other occupational experience.

### Skills rated "very important":

Cleanliness and professional image  
 Positive attitude  
 Ability to work independently  
 Ability to perform Swedish massage  
 Interpersonal and customer service skills  
 Ability to perform massage techniques in cases of injury  
 Ability to apply massage techniques for sports injuries  
 Ability to perform deep tissue massage  
 Knowledge of kinesiology  
 Oral communication skills  
 Massage Therapist certification by the State of California  
 Knowledge of anatomy, physiology, psychology, physical therapy, nutrition  
 Possession of a local license issued by the San Diego Police Department

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X
Few Employers Hire		

Job Market for: **Massage Therapists**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Very competitive job search**

### Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, School and Program Referrals.

**Others include:** Internet, Walk-In Applicants

**Turnover:** Moderately low, 10% in the past 12 months.

**Size of 2000 Employment:** Not available

**Gender Representation:** Local employer response indicates  
57% female, 43% male

### Where The Jobs Are:

Chiropractic Clinics

Holistic Health Centers

Hotels, Resorts, and Spas

Physical Fitness and Workout Centers

Sports Therapy Centers

**Employers' Employment Outlook:** 15 employers provided data to develop this profile.

10 project employment to grow and 5 expect employment to remain stable over the next two years.

**OES Growth Projections:** Not available

**New Job Growth Rate:** Not available

## OTHER INFORMATION

**Alternate Job Titles:** Masseuse, Masseur, Licensed Massage Therapist, Body Worker, Holistic Health Practitioner

**Related DOT Codes:** 334.374-010

**Promotional Opportunities:** Lead Masseuse, Head Therapist.

**Unionization/Collective Bargaining:** None reported.

**Data Collection Date:** Summer 1999

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## MECHANICAL ENGINEERS

**OES 221350**

Mechanical Engineers perform a variety of engineering work in the planning and designing of tools, engines, machines, and other mechanically functioning equipment; and oversee installation, operation, maintenance, and repair of such equipment, including centralized heat, gas, water, and steam systems. Does not include Sales Engineers.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$13.04 - 35.00	\$17.05
New Hires, With Experience:	\$18.03 - 35.00	\$21.58
After Three Years With the Firm:	\$23.01 - 38.00	\$28.77

**Average Weekly Hours:** Almost all (85%) Mechanical Engineers work full-time, 45 hours per week. A few (13%) work on a temporary or on call basis, 45 hours per week.

**Shifts:** All (100%) employers report having day shifts.

### Fringe Benefits, Who Pays\*

#### Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	60%	33%	7%
Dental Insurance:	53%	33%	13%
Vision Insurance:	40%	33%	27%
Life Insurance:	67%	13%	20%
Paid Sick Leave:	80%	7%	13%
Paid Vacation:	93%	7%	0%
Retirement Plan:	13%	80%	0%
Child Care:	0%	7%	93%
Other employers specified: 401-K Plan, Profit Sharing, 125 Purchase Plan, Pension Plan			

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** All (100%) firms require a bachelor of science in mechanical engineering (BSME) or a related engineering degree.

**Training:** All (100%) employers do not accept training as a substitute for work experience. Mechanical Engineers must be registered by the State of California. To obtain registration, engineers must have a BSME degree and two years engineering experience. They must pass the engineer-in-training examination and the professional examination in mechanical engineering. Applicants with word processing, computer aided drafting (CAD), spreadsheet, and database software skills are preferred.

**Education / Training Providers:** See Appendix A, page 216

**Experience:** Most (69%) firms require 3 - 5 years work experience as a Mechanical Engineer. Employers were specifically looking for applicants with the following experience: assembly layout, automation robotics, electro mechanical design, electro motion control, electronic packaging, fuel metering, pneumatics, and tolerance analysis.

### Skills rated "very important":

Detail oriented  
 Ability to use a computer and CAD design software  
 Ability to meet deadlines  
 Knowledge of engineering principles  
 Advanced math skills  
 Ability to work on a team  
 Ability to work independently  
 Ability to research designs of mechanical systems  
 Ability to recommend design modifications  
 Ability to read and follow instructions  
 Ability to analyze customer proposals  
 Ability to read blueprints

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Mechanical Engineers**

Experienced Applicants: **Very competitive job search**

Inexperienced Applicants: **Very competitive job search**

### Recruitment Methods, Three Most Frequently Used:

Internet, Newspaper Advertisements, Private Employment Agencies

**Others include:** Professional Organizations

**Turnover:** Very low, 5% in the past 12 months.

**Size of 2000 Employment:** Medium - Between 1,701 - 3,402

**Gender Representation:** Local employer response indicates 8% female, 92% male

### Where The Jobs Are:

Aircraft and Parts

Audio and Video Equipment

Engineering and Architectural Services

Engine and Turbine Manufacturers

Industrial Machinery and Parts

Medical Equipment and Supplies Manufacturing

Temporary Agencies

**Employers' Employment Outlook:** 16 employers responded providing data representing 150 employees for this occupation.

9 employers project employment to grow and 5 expect it to remain stable, and 2 expect it to decline over the next two years.

**OES Growth Projections:** New jobs through 2004: 450  
Separations to 2004: 320  
\*Total Openings: 770

**New Job Growth Rate:** 20.9%\* Projected growth is faster than the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Senior Mechanical Engineer, Engineering Manager, Division Leader, Lead Mechanical Engineer, Senior Technical Manager, Design Manager, Project Manager, Director of Engineering

**Unionization/Collective Bargaining:** None reported

**Alternate Job Titles:** Tool Design Engineer, Industrial Engineer, Mechanical/Chemical Engineer, Mechanical Designer

**Related Codes:** DOT - 007.061-014 O\*NET - 17-2141.00

**Data Collection Date:** Summer 2000

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## MEDICAL AND CLINICAL LABORATORY ASSISTANTS

OES 329050

Medical and Clinical Laboratory Assistants perform routine tasks in a medical laboratory. They may set up and operate automated equipment which does not require interpretation or judgement to read the results. They may label, centrifuge, and transfer specimens, transcribe results, and prepare culture media and reagents. They may also perform venipuncture if certified to do so. They work under the supervision of a Medical Laboratory Technologist.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.75 - 10.50	\$8.00
New Hires, With Experience:	\$7.75 - 13.00	\$9.50
After Three Years With the Firm:	\$10.00 - 17.00	\$12.34

**Average Weekly Hours:** Almost all Medical and Clinical Laboratory Assistants work full-time, 40 hours per week. A few work part-time, 23 hours per week, or on a temporary or on call basis, 20 hours per week.

### Fringe Benefits, % of employers offering\*

	<u>Full-Time</u>	<u>Part-Time</u>
Medical Insurance:	94%	6%
Dental Insurance:	81%	6%
Vision Insurance:	63%	6%
Life Insurance:	75%	- -
Paid Sick Leave:	94%	6%
Paid Vacation:	94%	6%
Retirement Plan:	88%	- -

\*The percentage is based on the number of employers offering fringe benefits and responding to this question.

### EMPLOYER REQUIREMENTS

**Education:** Almost all recent hires have some college (but not necessarily a degree). A few have an associate degree.

**Training:** Many firms sometimes accept training as a substitute for work experience. Employers prefer applicants with 5-12 months medical or general laboratory training and have a Certificate in Phlebotomy or CPR training. Applicants with word processing, spreadsheet, and database software skills are also preferred.

**Education / Training Providers:** See Appendix A, page 216

**Experience:** Many firms sometimes require related work experience. Applicants with 1-2 years experience as a Phlebotomist, Medical Laboratory Assistant, Medical Assistant, or Laboratory Technician are preferred.

### Skills rated "very important":

Ability to follow safe laboratory practices  
 Ability to pay attention to detail  
 Read and follow instructions  
 Ability to clean and sterilize laboratory equipment  
 Ability to concentrate for long periods of time  
 Ability to write legibly  
 Good vision and manual dexterity  
 Oral communication skills  
 Ability to work independently  
 Knowledge of medical terminology  
 Ability to operate precision laboratory equipment  
 Data entry and record keeping skills  
 Willingness to work with close supervision  
 Knowledge of inventory techniques  
 Basic math skills  
 Ability to draw blood



## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
A Little Difficult		X
Not Difficult		

Job Market for: **Medical and Clinical Laboratory Assistants**

Experienced Applicants: **Somewhat competitive**

Inexperienced Applicants: **Competitive**

### Recruitment Methods Most Frequently Used:

Employee Referrals, Newspaper Advertisements, Unsolicited Applicants

**Turnover:** Moderately low, 9% in the past 12 months.

**Size of 2000 Employment:** Small - Less than 1,701

**Gender Representation:** Local employer response indicates 76% female, 24% male

### Where The Jobs Are:

Federal Government

Hospitals

Medical Clinics

Medical Research Laboratories

**Employers' Employment Outlook:** 17 employers provided data to develop this profile.

7 expect employment to grow and 10 project employment to remain stable over the next three years.

**OES Growth Projections:** New jobs through 2004: 150

Separations to 2004: 60

\*Total Openings: 210

**New Job Growth Rate:** 15.8%\* Projected growth is about the same as the county-wide average of 17.7%\*.

\*7 year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Senior Laboratory Assistant / Manager, Laboratory Assistant II, III, and Medical Technologist with training.

**Unionization/Collective Bargaining:** Yes. 12% of employers and 3% of employees were unionized.

**Alternate Job Titles:** Phlebotomist, Laboratory Assistant/Technician, Technology Assistant,

**Related DOT Codes:** 078.381-014, 079.364-022, 559.361-010

**Data Collection Date:** Summer 1998

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## MEDICAL ASSISTANTS

**OES 660050**

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.00 - 8.00	\$7.50
New Hires, With Experience:	\$8.00 - 11.00	\$9.00
After Three Years With the Firm:	\$9.00 - 13.00	\$10.00

**Average Weekly Hours:** Most Medical Assistants work full-time, 40 hours per week. Some work part-time, 25 hours per week. A few work on a temporary or on-call basis, 25 hours per week.

### Fringe Benefits, % of employers offering\*

	<u>Full-Time</u>
Medical Insurance:	88%
Dental Insurance:	56%
Vision Insurance:	25%
Life Insurance:	44%
Paid Sick Leave:	88%
Paid Vacation:	88%
Retirement Plan:	69%
Other employers specified: 401-K Plan, Paid Holidays, Tuition Reimbursement	

\*The percentage is based on the number of employers offering fringe benefits and responding to this question.

### EMPLOYER REQUIREMENTS

**Education:** Almost all recent hires have some college (but not necessarily a degree). Some have a high school diploma or equivalent

**Training:** Many firms sometimes accept training as a substitute for work experience. Applicants with one year Medical Assistant training and who have passed the Certified Medical Assistant (CMA) exam are preferred. CMA exams are administered by the American Association of Medical Assistants or the Registered Medical Assistant (RMA). Medical Assistants must have documentation of their completion of training required by state law. Applicants with database, word processing, and spreadsheet software skills are preferred.

**Education / Training Providers:** See Appendix A, page 217

**Experience:** Many firms usually require related work experience. Employers prefer applicants with one year experience as a Medical Assistant, Front Office Desk Assistant, or Medical Billing Clerk.

### Skills rated "very important":

Oral communication skills  
 Read and follow instructions  
 Ability to work independently  
 Customer service and interpersonal skills  
 Record keeping skills  
 Ability to obtain a Medical Assistant Certificate  
 Ability to write effectively and legibly  
 Ability to handle crisis situations  
 Knowledge of medical terminology  
 Telephone answering skills  
 Willingness to work with close supervision  
 Willingness to work with elderly  
 Ability to apply sterilization techniques  
 Knowledge of medications and medical supplies  
 Neat and clean appearance

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Medical Assistants**

Experienced Applicants: **Competitive**

Inexperienced Applicants: **Competitive**

### Recruitment Methods Most Frequently Used:

Newspaper Advertisements, Public School or Program Referrals, Employee Referrals.

**Turnover:** Moderate, 13% in the past 12 months.

**Size of 2000 Employment:** Medium - Between 1,701 - 3,402

**Gender Representation:** Local employer response indicates 97% female, 3% male

### Where The Jobs Are:

Doctors Offices  
Medical Clinics  
Out Patient Clinics

**Employers' Employment Outlook:** 16 employers provided data to develop this profile.

4 expect employment to grow, 11 project employment to remain stable and 1 expects employment to decline over the next three years.

**OES Growth Projections:** New jobs through 2004: 900

Separations to 2004: 460

\*Total Openings: 1,360

**New Job Growth Rate:** 29.4%\* Projected growth is much faster than the county-wide average of 17.7%\*.

\*7 year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Clinic/Department Coordinator, Lead Medical Assistant, Office Supervisor/Manager

**Unionization/Collective Bargaining:** None reported

**Alternate Job Titles:** Certified Medical Assistant

**Related DOT Codes:** 079.362-010

**Data Collection Date:** Summer 1998

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## MEDICAL SECRETARIES

**OES 551050**

Medical Secretaries perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include taking dictation, and compiling and recording medical charts, reports, and correspondence, as well as preparing and sending bills to patients or recording appointments.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.00 - 10.00	\$7.91
New Hires, With Experience:	\$7.25 - 11.50	\$9.00
After Three Years With the Firm:	\$8.50 - 14.00	\$11.00

**Average Weekly Hours:** Most Medical Secretaries work full-time, 40 hours per week. A few work on a temporary or on-call basis, 39 hours per week.

### Fringe Benefits, % of employers offering\*

	<u>Full-Time</u>
Medical Insurance:	87%
Dental Insurance:	67%
Vision Insurance:	13%
Life Insurance:	13%
Paid Sick Leave:	40%
Paid Vacation:	87%
Retirement Plan:	47%

\*The percentage is based on the number of employers offering fringe benefits and responding to this question.

### EMPLOYER REQUIREMENTS

**Education:** Almost all recent hires have a high school diploma or equivalent and a few have some college (but not necessarily a degree).

**Training:** Many firms sometimes accept training as a substitute for work experience. Employers prefer applicants with 6-12 months medical office training with a certificate and have word processing software skills.

**Education / Training Providers:** See Appendix A, page 218

**Experience:** Many firms usually require related work experience. Employers prefer applicants with one year experience as a General Secretary, Front Office Staff, or Medical Intern.

### Skills rated "very important":

- Ability to work as part of a team
- Interpersonal skills
- Oral communication skills and telephone answering skills
- Ability to work independently
- Ability to maintain an appointment calendar
- Ability to read and follow instructions
- Ability to write legibly
- Ability to complete and explain medical insurance forms
- Alphabetic and numeric filing skills
- Good spelling, punctuation, and grammar
- Ability to use a personal computer
- Ability to maintain medical records and charts
- Ability to operate office equipment
- Ability to follow billing procedures
- Neat clean appearance
- Willingness to work flexible hours
- Knowledge of health insurance plans

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		X
A Little Difficult	X	
Not Difficult		

Job Market for: **Medical Secretaries**

Experienced Applicants: **Competitive**

Inexperienced Applicants: **Somewhat competitive**

### Recruitment Methods Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Public School or Program Referrals.

**Turnover:** Moderate, 18% in the past 12 months.

**Size of 2000 Employment:** Medium - Between 1,701 - 3,402

**Gender Representation:** Local employer response indicates 93% female, 7% male

### Where The Jobs Are:

Dental Offices

Doctors Offices

Hospitals

Medical and Specialty Clinics

**Employers' Employment Outlook:** 15 employers provided data to develop this profile.

6 expect employment to grow and 9 project employment to remain stable over the next three years.

**OES Growth Projections:** New jobs through 2004: 130  
Separations to 2004: 150  
\*Total Openings: 280

**New Job Growth Rate:** 10.8%\* Projected growth is slower than the county-wide average of 17.7%\*.

\*7 year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Insurance Biller, Office Supervisor/Manager, Medical Assistant (with training)

**Unionization/Collective Bargaining:** None reported

**Alternate Job Titles:** Medical Front Office Assistant, Medical Administrative Assistant, Medical Receptionist, Front Office Staff

**Related DOT Codes:** 201.362-014

**Data Collection Date:** Summer 1998

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## MEDICINE AND HEALTH SERVICE MANAGERS

OES 150080

Medicine and Health Services Managers plan, organize, direct, control, or coordinate medicine and health services in establishments, such as hospitals, clinics, or similar organizations.

### WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$10.15 - 15.34	\$12.75
New Hires, With Experience:	\$11.67 - 25.11	\$18.59
After Three Years With the Firm:	\$12.00 - 36.50	\$25.29

\*Some employees may have higher compensation due to bonuses.

**Average Weekly Hours:** Almost all (99%) Medicine and Health Services Managers work full-time, 44 hours per week.

**Shifts:** All (100%) employers report having day shifts.

### Fringe Benefits, Who Pays\*

#### Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	67%	33%	0%
Dental Insurance:	50%	33%	11%
Vision Insurance:	39%	22%	22%
Life Insurance:	56%	28%	11%
Paid Sick Leave:	94%	6%	0%
Paid Vacation:	94%	6%	0%
Retirement Plan:	56%	39%	6%
Child Care:	0%	0%	100%

Other employers specified: Education Reimbursement, Paid Holidays, Stock Options, Long-Term Disability

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Most (61%) firms require a bachelor degree. Some (22%) require a graduate degree and a few (17%) have an associate degree.

**Training:** No firms accept training as a substitute for work experience. Some (28%) require vocational training. Applicants trained in medical terminology, have a nursing certificate and word processing, spreadsheet, and medical database computer software skills are preferred.

**Education / Training Providers:** See Appendix A, page 219

**Experience:** Almost all (89%) firms require 1-5 years related work experience. Most (78%) accept 1-5 years experience as a Registered Nurse, Social Worker, Mental Health Counselor, or an Administrator in the health care field. Responding employers report rarely hiring inexperienced applicants.

### Skills rated "very important":

Oral communication skills  
 Ability to handle crisis situations  
 Problem solving skills  
 Ability to work independently  
 Ability to work under pressure  
 Supervisory skills  
 Ability to train new staff  
 Knowledge of medical office management  
 Knowledge of OSHA safety standards  
 Ability to coordinate activities with other departments  
 Report writing skills  
 Willingness to work long hours, nights, weekends, and holidays  
 Ability to hire staff  
 Knowledge of medical health insurance programs  
 Customer service/public relations skills

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		
Few Employers Hire		X

Job Market for: **Medicine and Health Services Managers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Very competitive job search**

### Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, In House Promotion or Transfer.

**Others include:** Internet, Trade Journals, Medical Industry Networking.

**Turnover:** Moderate, 17% in the past 12 months.

**Size of 2000 Employment:** Medium - Between 1,702 - 3,401

**Gender Representation:** Local employer response indicates 81% female, 19% male

### Where The Jobs Are:

Doctors Offices  
Local Government  
Home Health Care Services  
Medical Hospitals and Clinics  
Skilled Nursing Facilities

**Employers' Employment Outlook:** 18 employers provided data to develop this profile.

6 project employment to grow, 10 expect employment to remain stable, and 2 expect employment to decline over the next two years.

**OES Growth Projections:** New jobs through 2004: 230  
Separations to 2004: 250  
\*Total Openings: 480

**New Job Growth Rate:** 14.0%\* Projected growth is slower than the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Alternate Job Titles:** Medical Services Director, Case Management Supervisor, Director of Nursing, Social Service Manager, Clinic Director/Manager/Administrator, Program Manager, Director of Support Services, Office Manager, Department Supervisor/Administrator, Scheduling Coordinator, Health Center Director, Director of Operations, Health Manager

**Related DOT Codes:** 075.117-014, 075.117-027, 079.117-010, 079.167-014, 187.117-010, 187.117-058, 187.117-062

**Promotional Opportunities:** Division Director, Department/Program Director, Health Director, Assistant Administrator, Director of Nursing, Nurse Consultant, Regional Vice President

**Unionization/Collective Bargaining:** None reported.

**Data Collection Date:** Summer 1999

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## MULTIMEDIA SPECIALISTS

**030064996**

Multimedia Specialists work in one or more of the following phases of multimedia production: planning and storyboards (quick sketches of the different scenes that will happen), scriptwriting, graphics, digital sound recording and mixing, scanning and retouching of photos, making the related scenes interactive using specialized computer software and simple programming language.

### WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$10.00 - 15.34	\$12.50
New Hires, With Experience:	\$10.00 - 18.00	\$13.85
After Three Years With the Firm:	\$12.79 - 30.00	\$18.09

\*Combined union and non-union wages.

**Average Weekly Hours:** Many (54%) Multimedia Specialists work full-time, 44 hours per week or on a temporary or on-call basis, (41%) 35 hours per week.

**Shifts:** All (100%) employers report having day shifts.

### Fringe Benefits, Who Pays\*

#### Full Time Employees

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	56%	31%	6%
Dental Insurance:	50%	19%	25%
Vision Insurance:	44%	13%	38%
Life Insurance:	38%	13%	50%
Paid Sick Leave:	69%	13%	19%
Paid Vacation:	69%	13%	19%
Retirement Plan:	44%	13%	44%
Child Care:	6%	0%	94%

Other employers specified: 401-K Plan, Education Reimbursement, Child Care, Reimbursement, Profit Sharing

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Many (44%) firms require a bachelor degree. Some require either an associate degree (25%) or a high school diploma or equivalent (31%).

**Training:** Many (53%) accept 6-24 months training as a substitute for work experience. Few (13%) require vocational training. Applicants with word processing, spreadsheet, and other digital editing software skills are preferred.

**Education / Training Providers:** See Appendix A, page 220

**Experience:** Most (75%) firms require 1-3 years related work experience. Many (53%) accept 1-2 years experience in video production, software design, photography, graphics arts, or visual communications.

### Skills rated "very important":

Ability to work under pressure and meet deadlines  
Creativity and imagination  
Ability to use computer software to design images  
Oral communication skills  
Ability to work independently  
Ability to read and follow instructions  
Customer service skills  
Knowledge of print, electronic, and film media  
Willingness to work long hours  
Ability to do layout and paste-up  
Ability to draw or paint graphic material  
Knowledge of the Internet, web page design, and HTML  
Knowledge of visual layouts for television and film production  
Knowledge of digital sound recording  
Ability to write and edit scripts



## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Multimedia Specialists**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

### Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Colleges and Universities, Internet.

**Others include:** Trade Journals, In House Promotion or Transfer.

**Turnover:** Very low, 5% in the past 12 months.

**Size of 2000 Employment:** Not available

**Gender Representation:** Local employer response indicates 34% female, 66% male

### Where The Jobs Are:

Advertising Agencies

Commercial Art and Graphic Design Studios

Electronic Game Manufacturers

Internet Site Design Companies

Motion Picture and Video Tape Production

Television Broadcasting Stations

Temporary Placement Agencies

Theatrical Production Companies

**Employers' Employment Outlook:** 16 employers provided data to develop this profile.

6 project employment to grow and 10 expect employment to remain stable over the next two years.

**OES Growth Projections:** Not available

**New Job Growth Rate:** Not available

## OTHER INFORMATION

**Alternate Job Titles:** Director of Digital Media, Technical Director, Lighting Director, Graphic Design Editor, MPEG Compressionist, Graphic Designer, Creative Services Associate, Creative/Art Director, Associate/Promotions Producer, Post Production Editor, Videographer, Graphic Operator, Graphic Artist, Video Producer, Video Tape Editor, Creative Designer, Sound Designer, Multi Media Designer, Web Developer

**Related DOT Codes:** 141.131-010, 141.061-22, 142.061-062, 143.062-018, 194.382-018, 194.262-018, 962.132-010, 962.262-010

**Promotional Opportunities:** Graphics Supervisor, Technical Director, Producer, Director of Post Production, Senior Art Director, Executive Producer, Director of Digital Media, Creative Director, Promotions Manager

**Unionization/Collective Bargaining:** Yes. 13% of employers and 34% of employees were unionized.

**Data Collection Date:** Summer 1999

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## OCCUPATIONAL THERAPY ASSISTANTS AND AIDES

OES 660210

Occupational Therapy Assistants and Aides assist Occupational Therapists in administering medically oriented occupational program to assist in rehabilitating patients in hospitals and similar institutions.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$8.75 - 15.00	\$12.38
New Hires, With Experience:	\$9.50 - 17.00	\$14.00
After Three Years With the Firm:	\$12.00 - 20.00	\$17.00

**Average Weekly Hours:** Most Occupational Therapy Assistants work on a temporary or on-call basis, 14 hours per week. Some work full-time, 40 hours per week.

### Fringe Benefits, % of employers offering\*

	<u>Full-Time</u>
Medical Insurance:	91%
Dental Insurance:	91%
Vision Insurance:	82%
Life Insurance:	73%
Paid Sick Leave:	100%
Paid Vacation:	91%
Retirement Plan:	90%

\*The percentage is based on the number of employers offering fringe benefits and responding to this question.

### EMPLOYER REQUIREMENTS

**Education:** All recent hires have an associate degree.

**Training:** Many firms usually accept training as a substitute for work experience. Employers prefer applicants with two years Occupational Therapy Assistant training with a state certificate. Word processing, spread sheet, and data base software skills are preferred.

**Education / Training Providers:** See Appendix A, page 221

**Experience:** Many firms usually require related work experience. Applicants with 6-24 months experience as a Certified Occupational Therapy Assistant (COTA) and/or past experience as a Certified Nursing Assistant, or Licensed Vocational Nurse in a managed care nursing facility are preferred.

### Skills rated "very important":

Interpersonal and customer service skills  
 Ability to motivate patients  
 Willingness to work with close supervision  
 Ability to demonstrate occupational therapy techniques  
 Ability to observe and record patient progress  
 Ability to read and follow instructions  
 Ability to write legibly  
 Knowledge of medical terminology  
 Ability to lift and move patients  
 Knowledge of anatomy of physiology  
 Ability to handle patients with developmental impairments  
 Knowledge of medical supplies  
 Ability to keep track of needed supplies  
 Knowledge of billing and health insurance procedures  
 Telephone answering skills  
 Ability to schedule patient appointments  
 Computer skills

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Occupational Therapy Assistants**

Experienced Applicants: **Competitive**

Inexperienced Applicants: **Competitive**

### Recruitment Methods Most Frequently Used:

Employee Referrals, Newspaper Advertisements, Unsolicited Applicants

**Turnover:** Very low, 5% in the past 12 months.

**Size of 2000 Employment:** No data available

**Gender Representation:** Local employer response indicates 73% female, 27% male

### Where The Jobs Are:

Doctors Offices

Health Practitioners

Hospitals

Medical Clinics

Skilled Nursing Facilities

**Employers' Employment Outlook:** 14 employers provided data to develop this profile.

5 expect employment to grow, 6 project employment to remain stable, and 3 expect employment to decline over the next three years.

**OES Growth Projections:** No data available

**New Job Growth Rate:** No data available

## OTHER INFORMATION

**Promotional Opportunities:** No promotional opportunities reported.

**Unionization/Collective Bargaining:** None reported

**Alternate Job Titles:** Certified Occupational Therapy Assistant (COTA)

**Related DOT Codes:** 076.364-010

**Data Collection Date:** Summer 1998

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## PAINTERS, PAPERHANGERS – CONSTRUCTION AND MAINTENANCE

OES 874020

Painters, Paperhangers - Construction and Maintenance paint walls, equipment, buildings, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric.

### WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$5.75 - 7.50	\$6.00
New Hires, With Experience:	\$7.00 - 14.25	\$9.00
After Three Years With the Firm:	\$8.00 - 16.00	\$11.00

\*Combined union and non-union wages.

**Average Weekly Hours:** Almost all (89%) Painters work full-time, 40 hours per week. A few (11%) work part-time, 27 hours per week.

**Shifts:** All (100%) employers report having day shifts. A few (7%) have swing or graveyard shifts.

### Fringe Benefits, Who Pays\*

	Full Time Employees		
	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	60%	13%	20%
Dental Insurance:	47%	13%	33%
Vision Insurance:	47%	13%	33%
Life Insurance:	47%	13%	33%
Paid Sick Leave:	53%	7%	33%
Paid Vacation:	60%	7%	27%
Retirement Plan:	40%	13%	40%
Child Care:	0%	0%	93%

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Almost all (80%) firms require a high school diploma or equivalent. Some (20%) require less than a high school education.

**Training:** Most (64%) firms accept training as a substitute for work experience. None require vocational training.

**Education / Training Providers:** See Appendix A, page 222

**Experience:** Most (73%) firms do not require related work experience. Some (23%) accept 6-24 months of experience as a Commercial, Industrial, or Structural Painter.

### Skills rated "very important":

Knowledge of safe working practices  
 Ability to work on a team  
 Ability to do routine and repetitive work  
 Ability to pay attention to detail  
 Roller painting skills  
 Surface preparation skills  
 Brush painting skills  
 Ability to work under pressure and meet deadlines  
 Ability to stand continuously for two or more hours  
 Ability to use hand and power tools  
 Ability to work independently  
 Spray painting skills  
 Ability to work from ladders and scaffolds  
 Ability to use and read a tape measure  
 Ability to tolerate dust and paint fumes  
 Possession of a valid drivers license and reliable vehicle  
 Oral communication skills

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Painters and Paperhangers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

### Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Walk-In Applicants.

**Turnover:** Moderately high, 24% in the past 12 months.

**Size of 2000 Employment:** Medium - Between 1,702 - 3,401

**Gender Representation:** Local employer response indicates 4% female, 96% male

### Where The Jobs Are:

Construction  
Building Maintenance and Repair  
Federal Government  
Painting Contractors  
Ship Building and Repair

**Employers' Employment Outlook:** 15 employers provided data to develop this profile.

8 project employment to grow and 7 expect employment to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 700  
Separations to 2004: 430  
\*Total Openings: 1,130

**New Job Growth Rate:** 28.3%\* Projected growth is much faster than the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Alternate Job Titles:** Structural Steel Painter, Industrial Painter, Marine Painter, Journey Level Painter

**Related DOT Codes:** 840.381-010, 841.381-010

**Promotional Opportunities:** Lead Painter, Foreman, Supervisor, Quality Assurance Manager

**Unionization/Collective Bargaining:** Yes. 7% of employers and 4% of employees were unionized.

**Data Collection Date:** Summer 1999

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## PERSONAL AND HOME CARE AIDES

**OES 680350**

Personal and Home Care Aides perform a variety of tasks at places of residence. Their duties include keeping house; advising families having problems with such things as nutrition, health, cleanliness, and household utilities. Does not include Nurses' Aides and Home Health Care Workers.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$5.75 - 7.00	\$6.13
New Hires, With Experience:	\$6.25 - 8.00	\$7.00
After Three Years With the Firm:	\$7.00 - 10.00	\$8.50

**Average Weekly Hours:** Some Personal and Home Care Aides work full-time, (36%) 40 hours per week; or part-time, (38%) 25 hours per week; or on a temporary or on-call basis, (22%) 21 hours per week.

**Shifts:** All (100%) employers report having day and swing shifts. Most (93%) also have graveyard shifts.

#### Fringe Benefits, Who Pays\*

	Full-time Not Provided	Part-time Not Provided
Medical Insurance:	58%	67%
Dental Insurance:	75%	75%
Vision Insurance:	75%	75%
Life Insurance:	67%	75%
Paid Sick Leave:	75%	75%
Paid Vacation:	58%	58%
Retirement Plan:	67%	75%
Child Care:	83%	92%

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Many firms require either less than a high school education (53%) or a high school diploma or equivalent (47%).

**Training:** Many (64%) firms accept 3 to 12 months home care training as a substitute for work experience. A few (20%) require vocational training.

**Education / Training Providers:** See Appendix A, page 222

**Experience:** Many (40%) firms do not require related work experience, but prefer applicants with 6-24 months prior experience. Some (30%) accept 6-12 months of nursing or medical experience.

#### Skills rated "very important":

- Ability to work with the elderly and disabled
- Ability to work independently
- Ability to handle emergencies
- Ability to provide personal care services
- Ability to read and follow instructions
- Observational skills
- Documentation skills
- Knowledge of infection control
- Ability to prepare meals
- Ability to provide housekeeping services
- Knowledge of patient transferring techniques
- Willingness to work part-time or on-call
- Willingness to work nights, weekends, and holidays
- Regular use of a reliable vehicle
- Possession of a valid drivers license
- Oral communication skills
- Pass a pre-employment examination

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Personal and Home Care Aides**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

### Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, School and Program Referrals.

**Turnover:** Moderately high, 24% in the past 12 months.

**Size of 2000 Employment:** Medium - Between 1,701 - 3,402

**Gender Representation:** Local employer response indicates 91% female, 9% male

### Where The Jobs Are:

Family Services

Home Health Services

Hospitals

Residential Home Care

**Employers' Employment Outlook:** 15 employers provided data to develop this profile.

14 project employment to grow and 1 expects employment to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 580

Separations to 2004: 210

\*Total Openings: 790

**New Job Growth Rate:** 43.0%\* Projected growth is much faster than the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Alternate Job Titles:** Home Care Companion, Care Giver, Homemaker/Companion, Live-In, Overnighter, Personal Care Home Companion, Caretaker, Transporter

**Related DOT Codes:** 309.354-010, 359.573-010

**Promotional Opportunities:** Certified Home Health Aide, Certified Nurse Assistant, License Vocational Nurse, Registered Nurse, and Office Manager (with additional education)

**Unionization/Collective Bargaining:** None reported.

**Data Collection Date:** Summer 1999

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## PERSONNEL TRAINERS

**166227999**

Personnel Trainers develop and conduct in-house training programs for employees of the organization for which they work. They confer with management to gain knowledge of work required training. They formulate training outlines and determine the most effective instructional methods such as: individual or group instruction, lectures, conferences, meetings and workshops. They select or develop training aids. They conduct training focused on topics such as: new employee orientation, on-the-job training, use of computers and software, sales techniques, health and safety practices, public relations, refresher training, promotional development, and leadership development. They may test trainees to measure progress and to evaluate effectiveness of training. They may specialize in developing instructional software.

## WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$11.00 - 28.75	\$14.38
New Hires, With Experience:	\$13.50 - 38.25	\$19.18
After Three Years With the Firm:	\$16.50 - 48.00	\$25.57

**Average Weekly Hours:** Almost all Personnel Trainers work full-time, 41 hours per week.

## Fringe Benefits, % of employers offering\*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	93%
Vision Insurance:	86%
Life Insurance:	100%
Paid Sick Leave:	100%
Paid Vacation:	100%
Retirement Plan:	100%
Child Care:	7%
Other employers specified: 401-K Plan, Profit Sharing, Yearly Bonus	

\*The percentage is based on the number of employers offering fringe benefits and responding to this question.

## EMPLOYER REQUIREMENTS

**Education:** All recent hires have a bachelor degree and some have completed graduate studies.

**Training:** Most firms never accept training as a substitute for work experience. Applicants with word processing, spreadsheet, database, desktop publishing, Powerpoint, and Internet software skills are preferred.

**Education / Training Providers:** No formal education or training programs for this occupation.

**Experience:** Most firms always require related work experience. Employers prefer applicants with 2-5 years prior experience as a Trainer, Educator, Teacher, or Training Specialist.

## Skills rated "very important":

Customer service skills  
 Oral communication and verbal presentation skills  
 Ability to read and follow instructions  
 Ability to operate a computer  
 Ability to meet deadlines  
 Interpersonal skills  
 Ability to plan and organize training programs  
 Ability to coordinate and direct staff development programs  
 Ability to conduct training programs  
 Ability to motivate employees  
 Ability to use multimedia and visual aides in presentations  
 Ability to work independently  
 Ability to evaluate training programs and develop training manuals  
 Ability to set up individualized training programs  
 Ability to formulate company training policies  
 Ability to manage a budget  
 Ability to supervise staff



## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Personnel Trainers**

Experienced Applicants: **Somewhat competitive**

Inexperienced Applicants: **Somewhat competitive**

### Recruitment Methods Most Frequently Used:

In-House Promotion or Transfer, Employee Referrals, Newspaper Advertisements

**Turnover:** Moderately high, 26% in the past 12 months.

**Size of 2000 Employment:** Not available

**Gender Representation:** Local employer response indicates 72% female, 28% male

### Where The Jobs Are:

Jobs can be found in all industries both public and private such as:

Finance  
Government  
Hospitality  
Manufacturing

**Employers' Employment Outlook:** 15 employers provided data to develop this profile.

8 project employment to grow and 7 expect employment to remain stable over the next three years.

**OES Growth Projections:** Not available

**New Job Growth Rate:** Not available

## OTHER INFORMATION

**Promotional Opportunities:** Senior Trainer, Associate Trainer, Training Specialist II, III, IV, Training Manager

**Unionization/Collective Bargaining:** None reported

**Alternate Job Titles:** Development Trainer, Organizational Effectiveness Specialist, Training Specialist/Analyst/Coordinator

**Related DOT Codes:** 166.167-054, 169.167-062, 166.221-010

**Data Collection Date:** Summer 1998

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## PERSONNEL, TRAINING, AND LABOR RELATIONS MANAGERS

OES 130050

Personnel, Training, and Labor Relations Managers plan, organize, direct, control, or coordinate the personnel, training or labor relations activities of an organization. Their work involves establishing employer-relations policies; directing the selection, training, and evaluation of employees; administering benefits, safety, and recreation programs; developing wage and salary schedules; coordinating bargaining activities; and advising on labor contract administration.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	- - - Insufficient Data - - -	
New Hires, With Experience:	\$12.95 - 26.37	\$17.24
After Three Years With the Firm:	\$16.78 - 38.36	\$23.97

**Average Weekly Hours:** Most (77%) Personnel, Training, and Labor Relations Managers work full-time, 40 hours per week. A few (17%) work on a temporary or on call basis, 22 hours per week.

**Shifts:** All (100%) employers report having day shifts.

### Fringe Benefits, Who Pays\*

#### Full Time Employees

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	80%	7%	7%
Dental Insurance:	80%	7%	7%
Vision Insurance:	80%	7%	7%
Life Insurance:	80%	0%	7%
Paid Sick Leave:	80%	0%	13%
Paid Vacation:	80%	0%	13%
Retirement Plan:	27%	33%	20%
Child Care:	7%	13%	73%
Other employers specified: 401-K Plan, Stock Options, Paid Holidays, Disability Plan			

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Most (73%) firms require a bachelor degree. A few either require an associate degree (7%) or graduate degree (7%).

**Training:** A few (13%) firms accept training as a substitute for work experience. Many (40%) require 1-2 years vocational training in human resource management, organizational development, payroll management, and sales. Applicants with word processing, and spreadsheet software skills are preferred.

**Education / Training Providers:** See Appendix A, page 222

**Experience:** Almost all (87%) firms require 1-4 years experience as a Personnel, Training, and Labor Relations Manager. Most (60%) accept 1-3 years experience in public relations, corporate training, employee development, organizational development, or teaching.

### Skills rated "very important":

Oral communication skills  
 Interpersonal skills  
 Ability to work under pressure  
 Ability to work independently  
 Knowledge of training and organizational development practices  
 Ability to manage an activity or department  
 Ability to use a computer  
 Ability to motivate others  
 Ability to plan and organize the work of others  
 Ability to write job specifications  
 Verbal presentation skills  
 Knowledge of employee quality improvement programs

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	Insufficient
Not Difficult		Data
Few Employers Hire		

Job Market for: **Personnel, Training, and Labor Relations Managers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Insufficient Data**

### Recruitment Methods, Three Most Frequently Used:

Internet, Newspaper Advertisements, Employee Referrals

**Others include:** CALWorks, Job Hotline, Networking

**Turnover:** Moderate, 19% in the past 12 months.

**Size of 2000 Employment:** Medium - Between 1,701 - 3,402

**Gender Representation:** Local employer response indicates 60% female, 40% male

### Where The Jobs Are:

Personnel, Training, and Labor Relations Managers can be found in many types of industries such as:

Communications

Government

Hospitals

Hotels

Manufacturing

Research and Development

Schools and Colleges

Software Development

**Employers' Employment Outlook:** 15 employers responded providing data representing 52 employees for this occupation.

4 employers project employment to grow and 11 expect it to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 360  
Separations to 2004: 380  
 \*Total Openings: 740

**New Job Growth Rate:** 19.7%\* Projected growth is faster than the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Management Analyst, Employee Development Director, Management Trainee Supervisor

**Unionization/Collective Bargaining:** None reported

**Alternate Job Titles:** Training Manager, Human Resource Manager, Personnel Trainer, Training Administrator, Human Resource Technical Manager, Organizational Effectiveness Specialist, Workforce Development Trainer, Employee Development Manager

**Related Codes:** DOT - 166.117-010, 166.167.018, 166.167.026, 166.167.030, 166.167.050 **O\*NET** - 11-3042.00, 11-3040.00

**Data Collection Date:** Summer 2000

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## PHARMACY TECHNICIANS

**OES 325180**

Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.00 - 7.50	\$6.75
Union:	\$6.75 - 9.00	\$7.00
New Hires, With Experience:	\$6.50 - 13.15	\$11.00
Union:	\$7.50 - 12.00	\$8.00
After Three Years With the Firm:	\$9.00 - 15.81	\$12.00
Union:	\$9.50 - 14.00	\$10.00

**Average Weekly Hours:** Most (70%) Pharmacy Technicians work full-time, 40 hours per week. Some (23%) work part-time, 20 hours per week and a few (7%) work on a temporary or on-call basis, 17 hours per week.

**Shifts:** All (100%) employers report having day shifts. Many (38%) also have swing shifts

### Fringe Benefits, Who Pays\*

	Full Time Employees		
	E'er Pays All	Shared Cost	Not Provided
Medical Insurance:	56%	6%	6%
Dental Insurance:	50%	6%	13%
Vision Insurance:	50%	6%	13%
Life Insurance:	38%	6%	25%
Paid Sick Leave:	44%	6%	19%
Paid Vacation:	50%	6%	13%
Retirement Plan:	50%	6%	13%
Child Care:	0%	6%	63%
Other employers specified: 401-K Plan			

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Many firms require an associate degree (44%) or require a high school diploma or equivalent (56%).

**Training:** Almost all (89%) firms accept training as a substitute for work experience. Many (56%) require vocational training. Pharmacy Technicians need to complete 720 hours of course work and are licensed by the Board of Pharmacy. A few employers provide on-the-job training lasting up to 1,200 hours. Applicants with database computer software skills are preferred.

**Education / Training Providers:** See Appendix A, page 223

**Experience:** Some (31%) firms require 6-24 months related work experience. No firms accept other occupational experience.

### Skills rated "very important":

Ability to read and follow instructions  
 Ability to pay close attention to detail  
 Ability to follow regulations and reporting requirements  
 Public contact and customer service skills  
 Ability to stand for long periods of time  
 Ability to prepare, package, and distribute medications  
 Basic math skills  
 Ability to measure and calculate using metrics  
 Ability to work under pressure  
 Ability to work independently  
 Knowledge of medical and pharmaceutical terminology  
 Ability to calculate weights and measures  
 Ability to apply sterilization and aseptic techniques  
 Record keeping skills  
 Ability to prepare intravenous (IV) packs

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X
Few Employers Hire		

Job Market for: **Pharmacy Technicians**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Very competitive job search**

### Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, School and Program Referrals.

**Others include:** Walk-In Applicants, Regional Occupational Programs, Internet.

**Turnover:** Moderate, 12% in the past 12 months.

**Size of 2000 Employment:** Small - Less than 1,701

**Gender Representation:** Local employer response indicates 79% female, 21% male

### Where The Jobs Are:

Department Stores  
Drug Stores  
Federal Government  
Grocery Stores  
Hospitals

**Employers' Employment Outlook:** 16 employers provided data to develop this profile.

11 project employment to grow and 5 expect employment to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 110  
Separations to 2004: 100  
\*Total Openings: 210

**New Job Growth Rate:** 15.7%\* Projected growth is slower than the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Alternate Job Titles:** Pharmacy Computer Assistant, Pharmacy Clerk, Pharmaceutical Assistant

**Related DOT Codes:** 074.382-010

**Promotional Opportunities:** Senior Pharmacy Technician, Pharmacy Technician II, Pharmacist (with additional education)

**Unionization/Collective Bargaining:** Yes. 31% of employers and 50% of employees were unionized.

**Data Collection Date:** Summer 1999

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## PHYSICAL THERAPISTS

OES 323080

Physical Therapists apply techniques and treatments that help relieve pain, increase the patient's strength and decrease or prevent deformity and crippling.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$13.50 - 24.00	\$19.00
New Hires, With Experience:	\$16.75 - 26.00	\$21.89
After Three Years With the Firm:	\$19.25 - 31.00	\$27.00

**Average Weekly Hours:** Many Physical Therapists work full-time, 40 hours per week. Some work on a temporary or on call basis, 25 hours per week. A few work part-time, 17 hours per week.

### Fringe Benefits, % of employers offering\*

	<u>Full-Time</u>	<u>Part-Time</u>
Medical Insurance:	80%	13%
Dental Insurance:	67%	13%
Vision Insurance:	47%	13%
Life Insurance:	60%	13%
Paid Sick Leave:	67%	7%
Paid Vacation:	80%	7%
Retirement Plan:	80%	7%
Child Care:	7%	- -

Other employers specified: 401-K Plan

\*The percentage is based on the number of employers offering fringe benefits and responding to this question.

### EMPLOYER REQUIREMENTS

**Education:** All recent hires have a bachelor degree. A few had completed a graduate study degree.

**Training:** Many firms sometimes accept training as a substitute for work experience. Physical Therapists are licensed by the State of California Physical Therapy Examining Committee. Applicants with word processing, database, and spreadsheet software skills are preferred.

**Education / Training Providers:** See Appendix A, page 224

**Experience:** Many firms usually require related work experience. Employers prefer applicants with 1-3 years experience as a Licensed Physical Therapist.

### Skills rated "very important":

Customer service skills  
 Interpersonal skills  
 Observation and evaluation skills  
 Possession of Physical Therapist license  
 Ability to observe and record patient progress  
 Knowledge of anatomy and physiology  
 Knowledge of nerve, joint, and bone diseases  
 Ability to plan patient treatment program  
 Ability to supervise aides and assistants  
 Ability to motivate patients  
 Ability to lift and move patients  
 Good physical condition  
 Knowledge of massage techniques  
 Documentation and record keeping skills  
 Keeping current on new treatment technologies  
 Knowledge of billing procedures

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Physical Therapists**

Experienced Applicants: **Competitive**

Inexperienced Applicants: **Competitive**

### Recruitment Methods Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Public School or Program Referrals.

**Turnover:** Moderate, 11% in the past 12 months.

**Size of 2000 Employment:** Small - Less than 1,701

**Gender Representation:** Local employer response indicates 61% female, 39% male

### Where The Jobs Are:

Hospitals

Medical Clinics

Physical Therapy Clinics

**Employers' Employment Outlook:** 17 employers provided data to develop this profile.

6 expect employment to grow, 10 project employment to remain stable and 1 expects employment to decline over the next three years.

**OES Growth Projections:** New jobs through 2004: 220  
Separations to 2004: 70  
\*Total Openings: 290

**New Job Growth Rate:** 26.5%\* Projected growth is much faster than the county-wide average of 17.7%\*.

\*7 year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Clinical Specialist, Department Supervisor/Manager

**Unionization/Collective Bargaining:** None reported

**Alternate Job Titles:** Registered Physical Therapist

**Related DOT Codes:** 076.121-014

**Data Collection Date:** Summer 1998

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## PHYSICAL THERAPY ASSISTANTS

**OES 660171**

Physical Therapy Assistants administer and assist with physical therapy treatments as planned and directed by a Physical Therapist. They administer treatments such as exercise, gait training, massage, whirlpool, and hot packs. They instruct, motivate, and assist patients with learning and improving functional activities. They may record patient treatments and maintain patient records.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$8.00 - 12.45	\$9.50
New Hires, With Experience:	\$11.25 - 22.00	\$16.50
After Three Years With the Firm:	\$15.00 - 22.00	\$19.00

**Average Weekly Hours:** Many (53%) Physical Therapy Assistants work full-time, 40 hours per week. Some either work part-time, (24%) 24 hours per week or on a temporary or on-call basis, (24%) 18 hours per week.

**Shifts:** All (100%) employers report having day shifts.

### Fringe Benefits, Who Pays\*

#### Full Time Employees

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	20%	47%	7%
Dental Insurance:	13%	40%	13%
Vision Insurance:	7%	20%	33%
Life Insurance:	13%	27%	33%
Paid Sick Leave:	67%	0%	7%
Paid Vacation:	67%	0%	7%
Retirement Plan:	27%	20%	20%
Child Care:	0%	7%	67%
Other employers specified: Disability Insurance, Incentive Bonus, Education Reimbursement			

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Almost all (87%) firms require an associate degree. A few (13%) require a high school diploma or equivalent.

**Training:** Some (36%) firms accept 1-2 years of training as a substitute for work experience. Many (40%) require 1-2 years of vocational training. Physical Therapy Assistants must be licensed by the California Physical Therapy Examining Board.

**Education / Training Providers:** See Appendix A, page 224

**Experience:** Many (47%) firms require 1-2 years work experience as a Physical Therapy Assistant. A few (14%) accept 1-3 years experience in sports medicine, clinical, or occupational therapy.

### Skills rated "very important":

Knowledge of anatomy and neurology  
 Ability to maintain progress notes and treatment summaries  
 Ability to read and follow instructions  
 Oral communication skills  
 Knowledge of orthopedic care  
 Ability to work under pressure  
 Ability to work independently  
 Ability to work on a team  
 Problem solving skills  
 Ability to apply patient transferring techniques  
 Public contact skills  
 Ability to detect complications in patients  
 Ability to write legibly  
 Knowledge of sports of medicine



## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		X
Not Difficult	X	
Few Employers Hire		

Job Market for: **Physical Therapy Assistants**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Very competitive job search**

### Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, Trade Journals

**Others include:** Internships

**Turnover:** Very low, 4% in the past 12 months.

**Size of 2000 Employment:** Small - Less than 1,701

**Gender Representation:** Local employer response indicates 65% female, 35% male

### Where The Jobs Are:

Hospitals

Offices of Physical Therapists

**Employers' Employment Outlook:** 15 employers responded providing data representing 68 employees for this occupation.

6 employers project employment to grow and 7 expect it to remain stable, and 2 expect it to decline over the next two years.

**OES Growth Projections:** New jobs through 2004: 280  
Separations to 2004: 140  
\*Total Openings: 420

**New Job Growth Rate:** 36.8%\* Projected growth is much faster than the county-wide average of 17.7%\*.  
\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Promote to Licensed Physical Therapist with education.

**Unionization/Collective Bargaining:** None reported

**Alternate Job Titles:** None reported

**Related Codes:** DOT - 076.224-010 O\*NET - 31-2021.00

**Data Collection Date:** Summer 2000

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## PHYSICIANS' ASSISTANTS

**OES 325110**

Physicians' Assistants provide patient services under the direct supervision and responsibility of a doctor of medicine or osteopathy. They elicit detailed patient histories and do complete physical examinations, reach tentative diagnosis and order appropriate laboratory tests. This occupation requires certification by the National Commission on Certification of Physicians' Assistants and the California State Board of Medical Quality Assurance. Does not include Nurses, or Ambulance Attendants whose training is limited to the application of first aid.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	- - - Not Available - - -	
New Hires, With Experience:	\$21.10 - 26.00	\$23.97
After Three Years With the Firm:	\$26.01 - 43.15	\$33.80

**Average Weekly Hours:** Almost all (85%) Physicians' Assistants work full-time, 42 hours per week. A few (10%) work part-time, 25 hours per week; or on a temporary or on-call basis, (5%) 20 hours per week.

**Shifts:** Almost all (82%) employers report having day shifts. Some (27%) also have swing shifts and a few (18%) have employees on call 24 hours a day.

### Fringe Benefits, Who Pays\*

	Full Time Employees	
	<u>E'er Pays All</u>	<u>Not Provided</u>
Medical Insurance:	91%	0%
Dental Insurance:	64%	27%
Vision Insurance:	64%	27%
Life Insurance:	73%	18%
Paid Sick Leave:	91%	0%
Paid Vacation:	91%	0%
Retirement Plan:	55%	36%
Child Care::	27%	64%
Other employers specified: 401-K Plan, Education Reimbursement, Profit Sharing		

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** All (100%) firms require a bachelor degree. Many (45%) require a graduate degree.

**Training:** Almost all (82%) firms do not require vocational training. The Physicians Assistant Examining Committee provides licensing. No firms accept training as a substitute for work experience. A few (18%) employers prefer two year internships and applicants with database and word processing software skills.

**Education / Training Providers:** No formal education or training programs for this occupation.

**Experience:** All (100%) firms require 2-5 years related work experience. Almost all (90%) do not accept other occupational experience. Responding employers do not hire inexperienced applicants.

### Skills rated "very important":

Ability to interview patients for information  
 Oral communication skills  
 Ability to read and follow instructions  
 Ability to follow oral instructions  
 Ability to pass Physician Assistant certifying exam  
 Knowledge of infection control  
 Ability to work under pressure and handle crisis situations  
 Record keeping skills  
 Ability to work independently  
 Ability to interpret test results  
 Willingness to work nights, weekends, holidays, or be on-call  
 Ability to perform comprehensive physical examination  
 Ability to instruct and counsel patient  
 Ability to stand for long periods of time  
 Ability to assist in surgery  
 Ability to write legibly  
 Ability to administer diagnostic and laboratory tests

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		
Not Difficult		
Few Employers Hire		X

Job Market for: **Physicians' Assistants**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Very competitive job search**

### Recruitment Methods, Three Most Frequently Used:

Trade journals, Employee Referrals, Newspaper Advertisements.

**Others include:** Internet, Colleges and Universities.

**Turnover:** Moderately high, 30% in the past 12 months.

**Size of 2000 Employment:** Small - Less than 1,701

**Gender Representation:** Local employer response indicates 40% female, 60% male

### Where The Jobs Are:

Hospitals

Offices and Clinics of Medical Doctors

**Employers' Employment Outlook:** 11 employers provided data to develop this profile.

4 project employment to grow and 7 expect employment to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 50  
Separations to 2004: 30  
\*Total Openings: 80

**New Job Growth Rate:** 17.9%\* Projected growth is about the same as the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Alternate Job Titles:** None reported.

**Related DOT Codes:** 079.364-018

**Promotional Opportunities:** Medical Doctor (with additional education).

**Unionization/Collective Bargaining:** None reported

**Data Collection Date:** Summer 1999

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## PLUMBERS, PIPEFITTERS AND STEAMFITTERS

OES 875020

Plumbers, Pipefitters, and Steamfitters assemble, install, alter and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air, or other liquids or gases. Does not include plumbers and pipefitters who primarily install and repair heating, air conditioning, and refrigeration systems.

### WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$7.00 - 9.50	\$23.97
New Hires, With Experience:	\$10.00 - 17.00	\$13.25
After Three Years With the Firm:	\$14.00 - 25.00	\$17.00

\*Combined union and non-union wages  
Some employers may also pay commissions.

**Average Weekly Hours:** All (100%) Plumbers, Pipefitters, and Steamfitters work full-time, 42 hours per week.

**Shifts:** All (100%) employers report having day shifts. Some (20%) also have graveyard and swing shifts.

### Fringe Benefits, Who Pays\*

	Full Time Employees		
	E'er Pays All	Shared Cost	Not Provided
Medical Insurance:	43%	36%	14%
Dental Insurance:	29%	36%	29%
Vision Insurance:	14%	29%	50%
Life Insurance:	21%	21%	50%
Paid Sick Leave:	29%	7%	59%
Paid Vacation:	57%	7%	36%
Retirement Plan:	36%	21%	36%
Child Care:	0%	0%	100%

Other employers specified: 401-K Plan, Profit Sharing

\*The percentage is based on the number of employers responding to this question.  
Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** All (100%) firms require a high school diploma or equivalent.

**Training:** Some (33%) firms require vocational training. Most (73%) accept training at a technical school or building trades sponsored program as a substitute for work experience.

**Education / Training Providers:** See Appendix A, page 224

**Experience:** Some (33%) firms require related work experience. Applicants with 6 - 36 months are preferred. Other occupational experience is not accepted.

### Skills rated "very important":

Knowledge of safe working practices and safety gear  
Ability to read and follow instructions  
Ability to use hand tools and power tools  
Ability to lift 50 lbs.  
Ability to work on a team  
Oral communication skills  
Possession of a valid driver's license  
Pipefitting skills  
Ability to work independently  
Ability to stand continuously for two or more hours  
Ability to work in cramped or uncomfortable positions  
Soldering and welding skills  
Knowledge of shop mathematics  
Possession of mechanical aptitude  
Ability to work under pressure and meet deadlines  
Completion of apprenticeship training  
Ability to read and interpret blueprints

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		
Few Employers Hire		

Job Market for: **Plumbers, Pipefitters, and Steamfitters**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

### Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, Walk-In Applicants.

**Others include:** Referrals from contractors, Layoffs from other companies, School-to-Career Trainees, Union Hall Referrals, School and Program Referrals.

**Turnover:** Very low, 4% in the past 12 months.

**Size of 2000 Employment:** Large - Between 3,402 - 7,371

**Gender Representation:** Local employer response indicates 1% female, 99% male

### Where The Jobs Are:

Plumbing, Heating and Air Conditioning  
Ship Building and Repair

**Employers' Employment Outlook:** 15 employers provided data to develop this profile.

10 project employment to grow and 5 expect employment to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 900  
Separations to 2004: 660  
\*Total Openings: 1,560

**New Job Growth Rate:** 22.7%\* Projected growth is faster than the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Alternate Job Titles:** Apprentice Plumber, Journey Level Plumber/Pipefitter/Steamfitter, Sprinkler Fitter

**Related DOT Codes:** 862.261-010, 862.381-030, 862.681-010

**Promotional Opportunities:** Lead Pipefitter, Foreman, Supervisor, Planning Supervisor, Quality Control Engineer.

**Unionization/Collective Bargaining:** Yes. 13% of employers and 53% of employees were unionized.

**Data Collection Date:** Summer 1999

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## PUBLIC RELATIONS SPECIALISTS AND PUBLICITY WRITERS

OES 340080

Public Relations Specialists and Publicity Writers include workers concerned with promoting or creating good will for individuals, groups, or organizations by writing or selecting favorable publicity material and releasing it through various communication media, they also prepare and arrange displays, making speeches, and performing related publicity efforts.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$8.63 - 11.51	\$10.00
New Hires, With Experience:	\$9.59 - 15.34	\$12.55
After Three Years With the Firm:	\$11.77 - 20.00	\$16.35

**Average Weekly Hours:** Almost all (90%) Public Relations Specialists work full-time, 42 hours per week. A few (10%) work part-time, 19 hours per week.

**Shifts:** All (100%) employers report having day shifts.

### Fringe Benefits, Who Pays\*

	Full Time Employees		
	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	68%	14%	18%
Dental Insurance:	36%	9%	55%
Vision Insurance:	32%	5%	64%
Life Insurance:	45%	5%	50%
Paid Sick Leave:	82%	5%	14%
Paid Vacation:	86%	5%	9%
Retirement Plan:	50%	9%	41%
Child Care:	5%	5%	91%
Other employers specified: 401-K Plan, Paid Parking, Cell Phone, Profit Sharing, Education Reimbursement			

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Almost all (91%) firms require a bachelor degree. A few (9%) require an associate degree.

**Training:** Many (47%) firms accept training as a substitute for work experience. Some (27%) require vocational training. Applicants with word processing, spreadsheet, database, and desktop publishing computer software skills are preferred.

**Education / Training Providers:** No formal education or training programs for this occupation.

**Experience:** Almost all (82%) firms require 1-3 years prior work experience. Many (42%) accept 1-3 years experience in marketing, journalism, communications, or as a News Reporter.

### Skills rated "very important":

English grammar and spelling skills  
 Ability to meet deadlines  
 Oral communication skills  
 Ability to pay attention to detail  
 Ability to express thoughts clearly and simply  
 Ability to work under pressure  
 Ability to write news articles, press releases, and fact sheets  
 Ability to work independently  
 Ability to read and follow instructions  
 Ability to work as a team  
 Ability to build positive relationships with community organizations  
 Ability to coordinate production of advertisements or promotions  
 Knowledge of local and/or national media representatives  
 Ability to write legibly  
 Research skills  
 Public speaking ability

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X
Few Employers Hire		

Job Market for: **Public Relations Specialists and Publicity Writers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Very competitive job search**

### Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, Internet.

**Others include:** Colleges and Universities, Networking, Internships, Trade Journals, Job Line, Career Fairs.

**Turnover:** Moderate, 12% in the past 12 months.

**Size of 2000 Employment:** Small - Less than 1,701

**Gender Representation:** Local employer response indicates 62% female, 38% male

### Where The Jobs Are:

Advertising Agencies  
Colleges and Universities  
Consulting Services  
Financial Institutions  
Hospitals and Clinics  
Hospitality Industry  
Local and Federal Government  
Public Relations Firms  
Religious, Civic, and Social Organizations  
Research Organizations

**Employers' Employment Outlook:** 22 employers provided data to develop this profile.

12 project employment to grow and 10 expect employment to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 150  
Separations to 2004: 200  
\*Total Openings: 350

**New Job Growth Rate:** 21.1%\* Projected growth is about the same as the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Alternate Job Titles:** Account Executive, Public Relations Coordinator, Special Events Publicist, Publications Writer, Account Supervisor, Business Development Specialist, Account Coordinator, Public Affairs Specialist, Client Executive, Public Relations Associate, Publicist

**Related DOT Codes:** 165.167-014

**Promotional Opportunities:** Assistant/Senior Account Executive, Account Manager, Account Executive Supervisor, Public Relations Coordinator, Assistant/Associate Director

**Unionization/Collective Bargaining:** None reported.

**Data Collection Date:** Summer 1999

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## PURCHASING MANAGERS

**OES 130080**

Purchasing Managers plan, organize, direct, control, or coordinate the activities of buyers, purchasing officers, and related workers involved in purchasing materials, products, or services. These include wholesale or retail trade merchandising managers.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	- - - Insufficient Data - - -	
New Hires, With Experience:	\$12.00 - 24.53	\$19.66
After Three Years With the Firm:	\$15.34 - 39.76	\$26.41

**Average Weekly Hours:** All (100%) Purchasing Managers work full-time, 44 hours per week.

**Shifts:** All (100%) employers report having day shifts.

### Fringe Benefits, Who Pays\*

#### Full Time Employees

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	31%	69%	0%
Dental Insurance:	19%	69%	13%
Vision Insurance:	13%	56%	31%
Life Insurance:	63%	25%	13%
Paid Sick Leave:	88%	0%	13%
Paid Vacation:	100%	0%	0%
Retirement Plan:	88%	6%	6%
Child Care:	13%	6%	81%
Other employers specified: 401-K Plan, Long-Term Disability, Education Assistance			

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Many (50%) firms require a bachelor degree. Some (31%) require a high school diploma or equivalent and a few (19%) require an associate degree.

**Training:** Few (13%) firms accept 1-2 years training as a substitute for work experience. Some (38%) require 1-3 years vocational training in computers or merchandising. Applicants with word processing, spreadsheet, database, and purchasing system software skills are preferred. Employers reported using the following software programs: Access, Dataworks, Excel, Forecast 21, MRP, MS Word, MS Project, Oracle, and Reflections.

**Education / Training Providers:** See Appendix A, page 225

**Experience:** Almost all (94%) firms require 3-5 years work experience as a Purchasing Manager. Some (33%) accept 3-5 years experience in production control, accounting, production management, planning, or manufacturing management.

### Skills rated "very important":

- Ability to prepare and issue purchasing orders
- Ability to coordinate with other departments
- Ability to work under pressure
- Negotiation skills
- Knowledge of purchasing and procurement procedures
- Ability to work independently
- Oral communication skills
- Ability to use a computer
- Knowledge of vendors and suppliers
- Ability to plan and organize the work of others
- Customer service skills
- Record keeping skills
- Business math skills
- Knowledge of computerized inventory methods



## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	Insufficient
Not Difficult		Data
Few Employers Hire		

Job Market for: **Purchasing Managers**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Insufficient Data**

### Recruitment Methods, Three Most Frequently Used:

Internet, Newspaper Advertisements, In-House Promotion or Transfer

**Others include:** Job Fairs, CALWorks, Job Line, Career Center, Former Military

**Turnover:** Moderately low, 9% in the past 12 months.

**Size of 2000 Employment:** Medium - Between 1,701 - 3,402

**Gender Representation:** Local employer response indicates 37% female, 63% male

### Where The Jobs Are:

Construction

Government

Grocery Stores

Hospitals

Hotels

Manufacturing Companies

Retail Trade and Wholesale Trade

Schools and Colleges

Ship Construction and Repair

Sporting Goods Manufacturing

**Employers' Employment Outlook:** 16 employers responded providing data representing 57 employees for this occupation.

3 employers project employment to grow and 13 expect it to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 240  
Separations to 2004: 270  
 \*Total Openings: 510

**New Job Growth Rate:** 15.0%\* Projected growth is slower than the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Director of Purchasing, Operations Manager, Associate Director, Materials Manager, Senior Purchasing Manager, Department Director, Associate Director, Vice President of Contracts, Purchasing General Manager, Director of Operations, Division President, Assistant Controller

**Unionization/Collective Bargaining:** None reported

**Alternate Job Titles:** Purchasing Supervisor, Purchasing Agent

**Related Codes:** DOT - 162.157-022, 162-167-038  
 O\*NET - 11-3061.00

**Data Collection Date:** Summer 2000

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## QUALITY ASSURANCE TECHNICIANS

**169167994**

Quality Assurance Technicians are responsible for developing, preparing installation, and revising test validation procedures / protocols to ensure product is manufactured in accordance with appropriate regulatory agency validation requirements, internal company standards, and current industry practices. Compiles and analyzes validation data, prepares reports, and makes recommendations for changes and/or improvements. May also investigate and troubleshoot problems which occur and determine solutions. Maintains validation documentation and files.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$10.00 - 14.00	\$11.99
New Hires, With Experience:	\$7.50 - 19.18	\$15.29
After Three Years With the Firm:	\$9.00 - 28.77	\$20.00

**Average Weekly Hours:** Most (74%) Quality Assurance Technicians work full-time, 41 hours per week. Some (26%) work on a temporary or on-call basis, 40 hours per week.

**Shifts:** All (100%) employers report having day shifts.

### Fringe Benefits, Who Pays\*

#### Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	100%	0%	0%
Dental Insurance:	88%	0%	13%
Vision Insurance:	56%	0%	44%
Life Insurance:	69%	0%	31%
Paid Sick Leave:	81%	0%	19%
Paid Vacation:	88%	0%	13%
Retirement Plan:	6%	69%	25%
Child Care:	0%	6%	94%

Other employers specified: 401-K Plan

\*The percentage is based on the number of employers responding to this question.  
Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Most (63%) firms require a high school diploma or equivalent. Some (25%) require a bachelor degree and a few (13%) require an associate degree.

**Training:** Some (25%) firms accept one year of training as a substitute for experience. Many (44%) require one year vocational training in bio-engineering, computer programming, or medical device manufacturing.

**Education / Training Providers:** See Appendix A, page 226

**Experience:** All firms either require (56%) or prefer (44%) 1-2 years work experience as a Quality Assurance Technician. Some (36%) accept 1-3 years experience in computer and software manufacturing, electronics and circuit board assembly, medical device manufacturing, pharmaceutical, and drug manufacturing with an emphasis on ISO 6000 standards.

### Skills rated "very important":

Record keeping and documentation skills  
Ability to do accurate work  
Ability to read and follow instructions  
Ability to write legibly  
Oral communication skills  
Ability to maintain quality control standards  
Ability to work on a team  
Ability to analyze data  
Ability to work independently  
Troubleshooting skills  
Knowledge of regulatory product compliance  
Ability to solve problems  
Ability to make recommendations for improvements

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		
Few Employers Hire		

Job Market for: **Quality Assurance Technicians**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Little competition in job search**

### Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Private Employment Agencies, Internet

**Turnover:** Moderate, 17% in the past 12 months.

**Size of 2000 Employment:** Not available

**Gender Representation:** Local employer response indicates 39% female, 61% male

### Where The Jobs Are:

Electronics and Circuit Board Assembly  
Medical Device Manufacturing  
Pharmaceutical and Drug Manufacturing  
Software Developers

**Employers' Employment Outlook:** 16 employers responded providing data representing 132 employees for this occupation.

15 employers project employment to grow and 1 expects it to remain stable over the next two years

**OES Growth Projections:** Not available

**New Job Growth Rate:** Not available

## OTHER INFORMATION

**Promotional Opportunities:** Quality Assurance Supervisor, Quality Assurance Manager, Quality Assurance Director, Test Engineer

**Unionization/Collective Bargaining:** None reported

**Alternate Job Titles:** Quality Assurance Inspector, Quality Assurance Tester, Software Tester, Test Technician, Inspector, Quality Assurance Programmer, Quality Analyst, Quality Assurance Specialist, Calibration Technician, Quality Assurance Associate

**Related Codes:** DOT - 033.262-010, 168.287-014

**Data Collection Date:** Summer 2000

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## RECEPTIONISTS AND INFORMATION CLERKS

OES 553050

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Does not include Receptionists who primarily operate switchboards.

### WAGES AND BENEFITS

#### Hourly Wages

	Range	Median
New Hires, No Experience:	\$6.00 - 8.00	\$7.00
New Hires, With Experience:	\$7.00 - 11.51	\$9.00
After Three Years With the Firm:	\$9.00 - 13.50	\$12.00

**Average Weekly Hours:** Almost (88%) Receptionists and Information Clerks work full-time, 40 hours per week. A few (11%) work part-time, 21 hours per week,

**Shifts:** All (100%) employers report having day shifts.

#### Fringe Benefits, Who Pays\*

##### Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>E'ee Pays All</u>
Medical Insurance:	47%	27%	13%
Dental Insurance:	33%	20%	20%
Vision Insurance:	27%	7%	20%
Life Insurance:	40%	13%	20%
Paid Sick Leave:	80%	0%	0%
Paid Vacation:	80%	0%	0%
Retirement Plan:	60%	13%	7%
Child Care:	0%	0%	0%
Other employers specified: 401-K Plan, 403-B Plan, Profit Sharing, Paid Holidays, Flexible Spending Account			

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** All (100%) firms require a high school diploma or equivalent.

**Training:** Many (45%) firms accept six months of training as a substitute for work experience. Almost all (87%) do not require vocational training. Applicants with word processing and spreadsheet software skills are preferred.

**Education / Training Providers:** See Appendix A, page 227

**Experience:** Most (67%) firms require one year work experience as a Receptionist. Almost all (91%) accept one year experience as a Administrative Assistant, Customer Service Representative, Retail Sales Clerk, General Office Clerk, Telephone Operator, or in public contact positions.

#### Skills rated "very important":

- Ability to work independently
- Telephone answering skills
- Oral communication skills
- Good nature, friendly, and positive attitude
- Ability to read and follow instructions
- Ability to handle crisis situations
- Customer service skills
- Ability to work under pressure
- Personal appearance
- Ability to write effectively
- Ability to sit for long periods of time
- Ability to use a multi-line command system
- Ability to perform other clerical functions
- Knowledge of company products or services

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		
Few Employers Hire		

Job Market for: **Receptionists and Information Clerks**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **No competition in job search**

### Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Internet, Employee Referrals

**Turnover:** Moderate, 14% in the past 12 months.

**Size of 2000 Employment:** Very large - 7,372 and above

**Gender Representation:** Local employer response indicates 81% female, 19% male

### Where The Jobs Are:

Receptionists and Information Clerks can be found in many types of firms, such as:

Accounting, Banks, Mortgage, and Insurance Companies

Advertising Firms

Beauty Shops

Doctor and Dental Offices

Government

Hospitals and Clinics

Legal Services

Religious and Civic Organizations

Schools and Colleges

Temporary Employment Agencies

**Employers' Employment Outlook:** 15 employers responded providing data representing 64 employees for this occupation.

4 employers project employment to grow and 11 expect it to remain stable over the next two years

**OES Growth Projections:** New jobs through 2004: 2,670  
 Separations to 2004: 1,900  
 \*Total Openings: 4,570

**New Job Growth Rate:** 21.2%\* Projected growth is faster than the county-wide average of 17.7%\*.  
 \*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Bookkeeper, Accounting Clerk, Purchasing Agent, Legal Secretary, Administrative Assistant, Secretary, Marketing Assistant, Information Systems Assistant, Payroll Clerk, Staffing Coordinator, Schedule Manager, Human Resources Assistant, Office Manager

**Unionization/Collective Bargaining:** None reported

**Alternate Job Titles:** None reported

**Related Codes:** DOT - 237.367-038, 237.367-022  
 O\*NET - 43-4171.00

**Data Collection Date:** Summer 2000

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## RECREATION WORKERS

OES 273110

Recreation Workers conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. They consider the needs and interests of individual members and organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies.

### WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$5.75 - 8.50	\$6.79
New Hires, With Experience:	\$5.75 - 12.38	\$8.50
After Three Years With the Firm:	\$7.00 - 17.68	\$10.50

\*Combined union and non-union wages

**Average Weekly Hours:** Many (46%) Recreation Workers work part-time, 22 hours per week. Some (38%) work on a seasonal basis, 19 hours per week, and a few (14%) work full-time, 41 hours per week.

**Shifts:** All (100%) employers report having day shifts. Some (24%) also have evening and weekend shifts.

### Fringe Benefits, Who Pays\*

	Full Time E'eer Pays All	Part Time E'eer Pays All
Medical Insurance:	50%	0%
Dental Insurance:	44%	0%
Vision Insurance:	38%	0%
Life Insurance:	31%	0%
Paid Sick Leave:	63%	6%
Paid Vacation:	63%	6%
Retirement Plan:	63%	0%
Child Care:	6%	6%
Other employers specified: 401-K Plan, Tuition Reimbursement, Paid Holidays		

\*The percentage is based on the number of employers responding to this question.  
Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Most (71%) firms require a high school diploma or equivalent. Some (24%) require less than a high school education and a few (6%) require an associate degree

**Training:** Most (60%) firms accept 3-6 months training as a substitute for work experience. Some (29%) require 3-6 months vocational training. Employers look for applicants with recreational or lifeguard training, and may require a Red Cross First Aid Card or CPR Card. Applicants with word processing and spreadsheet software skills are preferred.

**Education / Training Providers:** See Appendix A, page 228

**Experience:** Some (29%) firms require 1-2 years work experience as a Recreation Worker. Most (70%) accept one year experience in Child Care, public education, recreational assistance, or public contact occupations.

### Skills rated "very important":

Work well with children  
Possession of a clean police record  
Interpersonal skills  
Ability to administer emergency first aid  
Ability to exercise patience  
Oral communication skills  
Ability to work independently  
Ability to plan and organize the work of others  
Outgoing personality  
Ability to apply principles of recreation  
Leadership and organizational skills  
Multi cultural familiarity  
Possession of a CPR card  
Ability to apply teaching techniques  
Knowledge of handicapped programs

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Recreation Workers**

Experienced Applicants: **Very competitive job search**

Inexperienced Applicants: **Very competitive job search**

### Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Internet

**Others include:** Postings at Recreational Centers, Job Hot Line

**Turnover:** Very low, 3% in the past 12 months.

**Size of 2000 Employment:** Medium - between 1,701 - 3,402

**Gender Representation:** Local employer response indicates 55% female, 45% male

### Where The Jobs Are:

Civic and Social Organizations

Local Government

**Employers' Employment Outlook:** 17 employers responded providing data representing 844 employees for this occupation.

9 employers project employment to grow and 8 expect it to remain stable over the next two years

**OES Growth Projections:** New jobs through 2004: 360  
Separations to 2004: 730  
\*Total Openings: 1,090

**New Job Growth Rate:** 16.8%\* Projected growth is about the same as the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Lead Recreational Worker, Camp Director, Park Director, Program Director, Recreational Leader, Recreation Manager, Program Specialist, Recreational Supervisor, Recreational Coordinator

**Unionization/Collective Bargaining:** Yes. 18% of employers and 25% of employees were unionized.

**Alternate Job Titles:** Recreational Specialist, Tutor

**Related Codes:** DOT - 195.367-030, 195.227-014

O\*NET - 39-3091.00, 39-9032.00

**Data Collection Date:** Summer 2000

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## ROOFERS

OES 878080

Roofers perform duties concerned with covering roofs of structures with slate, asphalt, aluminum, wood, and related materials using brushes, knives, punches, hammers and others tools. They may spray roofs, sidings and walls with material to bind, seal, insulate or soundproof sections of structures.

### WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$5.75 - 9.00	\$7.50
New Hires, With Experience:	\$6.50 - 17.00	\$10.00
After Three Years With the Firm:	\$8.00 - 20.00	\$14.50

\*Combined union and non-union wages

**Average Weekly Hours:** Many (58%) Roofers work full-time, 38 hours per week. Some (30%) work part-time, 25 hours per week. A few work on a temporary or on-call basis, (7%) 25 hours per week or on a seasonal basis, (5%) 34 hours per week.

**Shifts:** All (100%) employers report having day shifts.

### Fringe Benefits, Who Pays\*

	Full Time Employees		
	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	33%	27%	27%
Dental Insurance:	7%	7%	73%
Vision Insurance:	7%	0%	80%
Life Insurance:	7%	0%	80%
Paid Sick Leave:	13%	0%	73%
Paid Vacation:	33%	0%	53%
Retirement Plan:	0%	7%	80%
Child Care:	0%	0%	87%

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Many firms require either a high school diploma or equivalent (56%) or less than a high school education (44%) .

**Training:** Some (36%) firms accept training as a substitute for work experience.

**Education / Training Providers:** See Appendix A, page 228

**Experience:** Many (50%) firms do not require, but prefer applicants with related work experience or completed apprenticeship programs.

### Skills rated "very important":

Ability to work from ladders and scaffolds (good balance)  
 Ability to work in extreme weather conditions  
 Ability to do heavy lifting and strenuous work  
 Knowledge of roofing materials  
 Oral communication skills  
 Ability to work under pressure  
 Ability to plan and supervise work of others  
 Ability to work independently  
 Knowledge of waterproofing foundation walls, and floors  
 Familiar with applying asphalt, tar, or gravel to roofs  
 Knowledge of first aid and CPR  
 Minor carpentry skills  
 Knowledge of safe working procedures  
 Ability to use small hand tools  
 Ability to provide own hand tools and transportation



## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X
Few Employers Hire		

Job Market for: **Roofers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Very competitive job search**

### Recruitment Methods, Three Most Frequently Used:

Walk-In Applicants, Employee Referrals, Newspaper Advertisements.

**Turnover:** Moderate, 11% in the past 12 months.

**Size of 2000 Employment:** Small - Less than 1,701

**Gender Representation:** Local employer response indicates 6% female, 94% male

### Where The Jobs Are:

Roofing, Siding, and Sheet Metal Contractors

**Employers' Employment Outlook:** 16 employers provided data to develop this profile.

10 project employment to grow and 6 expect employment to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 380  
Separations to 2004: 300  
\*Total Openings: 680

**New Job Growth Rate:** 29.7%\* Projected growth is much faster than the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Alternate Job Titles:** Journey Level Roofer, Shingler, Tilemen, Kettlemen, Hot Crewmen, Repairmen

**Related DOT Codes:** 866.381-010

**Promotional Opportunities:** Foreman, Supervisor, Crew Chief, Estimator, Sales Representative

**Unionization/Collective Bargaining:** Yes. 6% of employers and 16% of employees were unionized.

**Data Collection Date:** Summer 1999

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## SALES REPRESENTATIVES, EXCEPT SCIENTIFIC AND RELATED PRODUCTS AND SERVICES AND RETAIL

OES 490080

Sales Representatives, Except Scientific and Related Products and Services, sell goods and services for wholesalers or manufacturers to businesses or groups of individuals. This work requires a substantial knowledge of the items sold. Sales representatives solicit orders from established clients or secure new customers.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$9.00 - 16.06	\$10.36
With Commissions:	\$9.54 - 17.84	\$12.10
New Hires, With Experience:	\$6.44 - 21.31	\$13.04
With Commissions:	\$9.68 - 29.44	\$17.19
After Three Years With the Firm:	\$7.36 - 19.61	\$14.20
With Commissions:	\$13.86 - 42.61	\$25.13

**Average Weekly Hours:** Almost all (82%) Sales Representatives work full-time, 43 hours per week. A few work part-time, (14%) 34 hours per week or on a temporary or on-call basis, (4%) 25 hours per week.

**Shifts:** All (100%) employers report having day shifts. A few (18%) also have swing shifts.

### Fringe Benefits, Who Pays\*

	Full Time Employees		
	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	56%	44%	0%
Dental Insurance:	50%	44%	6%
Vision Insurance:	39%	44%	17%
Life Insurance:	56%	28%	17%
Paid Sick Leave:	65%	33%	0%
Paid Vacation:	67%	33%	0%
Retirement Plan:	50%	33%	17%
Child Care:	0%	6%	94%

Other employers specified: 401-K Plan, Company Car, Paid Holidays, Disability Insurance, Expense Account, Stock Purchase Plan, Employee Assistance Program

\*The percentage is based on the number of employers responding to this question.  
Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Most (61%) firms require a high school diploma or equivalent. Some (28%) require a bachelor degree and a few (11%) require an associate degree.

**Training:** Some (39%) firms accept training as a substitute for work experience. Few (6%) require vocational training. Applicants with word processing, spreadsheet, and database computer software skills are preferred.

**Education / Training Providers:** See Appendix A, page 229

**Experience:** Most (61%) firms require 1-3 years in retail/wholesale sales or customer service.

### Skills rated "very important":

Oral communication skills  
Interpersonal and customer service skills  
Knowledge of company products  
Ability to work under pressure  
Organizational skills  
Willingness to work on a commission basis  
Willingness to work long hours  
Ability to work independently  
Ability to develop sales leads and new accounts  
Ability to provide own transportation  
Negotiation skills  
Ability to display or demonstrate product  
Business math skills  
Record keeping skills  
Positive attitude

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Sales Representatives**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

### Recruitment Methods, Three Most Frequently Used:

Employee Referral, Newspaper Advertisement, In House Promotion or Transfer.

**Others includes:** Internet, Customer Referrals, Trade Journals, Job Fairs.

**Turnover:** Moderate, 16% in the past 12 months.

**Size of 2000 Employment:** Very large - More than 7,371

**Gender Representation:** Local employer response indicates 34% female, 66% male

### Where The Jobs Are:

Building Materials  
Business Services  
Clothing Manufacturers  
Computers, Software, and Office Equipment  
Electronic Parts and Equipment  
Groceries and Related Products  
Help Supply Services  
Industrial Machinery  
Medical and Hospital Supplies and Equipment  
Motor Vehicle Supplies and Parts  
Pharmaceuticals  
Sporting and Athletic Goods

**Employers' Employment Outlook:** 18 employers provided data to develop this profile.

11 project employment to grow and 7 expect employment to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 1,120  
Separations to 2004: 1,250  
\*Total Openings: 2,370

**New Job Growth Rate:** 15.9%\* Projected growth is about the same as the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Alternate Job Titles:** Sales Specialist, Field Sales Engineer, Area Sales Representative, Contract Sales Director, Outside Sales Representative, Account Executive, Account Manager, Major Systems Representative, Customer Service Representative, Sales Manager

**Related DOT Codes:** 260.357-014, 274.357-034, 275.357-034, 277.357-026, 279.357-014

**Promotional Opportunities:** Sales Manager, District Sales Manager, Regional Sales Manager, Customer Service Representative, Account Manager

**Unionization/Collective Bargaining:** None reported.

**Data Collection Date:** Summer 1999

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## SALES REPRESENTATIVES, SCIENTIFIC AND RELATED PRODUCTS AND SERVICES (EXCEPT RETAIL)

OES 490050

Sales Representatives, Scientific and Related Products and Services (except Retail), sell products or services requiring scientific or similar knowledge for wholesalers or manufacturers. This knowledge is in areas such as biology engineering, chemistry, and electronics, and is normally obtained from 2 or 3 years of post secondary education or its equivalent. They sell products such as aircraft, agricultural equipment and supplies, industrial machinery, medical supplies, electronic equipment, chemicals, and precision instruments. This does not include Sales Representatives in retail sales, or those who must have a technical background equivalent to a bachelor's degree in engineering.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	- - - Insufficient Data - - -	
New Hires, With Experience:	\$7.19 - 21.58	\$15.00
After Three Years With the Firm:	\$9.59 - 33.56	\$18.84
Commissions were paid by a few employers - Range: \$3.45 - 19.18		

**Average Weekly Hours:** Almost all (98%) Sales Representatives worked full-time, 41 hours per week. Few (2%) work part-time, 20 hours per week.

**Shifts:** All (100%) employers report having day shifts.

### Fringe Benefits, Who Pays\*

#### Full Time Employees

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	81%	13%	6%
Dental Insurance:	81%	13%	6%
Vision Insurance:	63%	6%	31%
Life Insurance:	81%	6%	13%
Paid Sick Leave:	81%	0%	19%
Paid Vacation:	94%	0%	6%
Retirement Plan:	31%	44%	6%
Child Care:	0%	6%	94%
Other employers specified: 401-K Plan, Paid Holidays, Educational Assistance			

\*The percentage is based on the number of employers responding to this question.  
Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Most (69%) firms require a bachelor degree. Some (31%) require a high school diploma or equivalent.

**Training:** Almost all (94%) firms do not accept training as a substitute for work experience. All (100%) do not require vocational training. Applicants with word processing, spreadsheet, and database software skills are preferred.

**Education / Training Providers:** See Appendix A, page 230

**Experience:** Almost all (94%) firms require 2-4 years work experience as a Sales Representative.

### Skills rated "very important":

Ability to demonstrate knowledge of specific products  
 Ability to apply sales techniques  
 Ability to work independently  
 Oral communications skills  
 Customer service skills  
 Ability to resolve customer complaints  
 Ability to use a computer  
 Ability to read and follow instructions  
 Negotiation skills  
 Verbal presentation skills  
 Interpersonal skills  
 Ability to prepare and arrange sales contracts  
 Ability to write legibly  
 Possession of a reliable vehicle  
 Record keeping skills

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	Insufficient
Not Difficult		Data
Few Employers Hire		

Job Market for: **Sales Representatives, Scientific**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Insufficient Data**

### Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Internet, Employee Referrals

**Others include:** Networking

**Turnover:** Moderate, 13% in the past 12 months.

**Size of 2000 Employment:** Medium - between 1,701 - 3,402

**Gender Representation:** Local employer response indicates 31% female, 69% male

### Where The Jobs Are:

Business Research Services

Communications Equipment

Computers and Data Processing

Durable Goods Manufacturing

Electrical Goods, Components, and Equipment

Engineering and Architectural Services

Machinery, Equipment, and Supplies

Pharmaceutical Manufacturing

**Employers' Employment Outlook:** 16 employers responded providing data representing 104 employees for this occupation.

12 employers project employment to grow and 4 expect it to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 570

Separations to 2004: 540

\*Total Openings: 1,110

**New Job Growth Rate:** 19.3%\* Projected growth is about the same as the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Branch Sales Manager, Sales Supervisor, Regional Sales Manager, Project Manager, District Sales Manager, Area Sales Manager

**Unionization/Collective Bargaining:** None reported

**Alternate Job Titles:** Account Executive, Account Consultant, Corporate Account Manager, Application Sales Engineer, Technical Sales Representative

**Related Codes:** DOT - 262.357-010, 271.257-010, 271.257-014, 273.357-010, 274.357-018, 275.257-010, 276.257-010, 276.357-014

**O\*NET** - 41-4011.00, 41-4011.03, 41-4011.05, 41-4011.06

**Data Collection Date:** Summer 2000

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## SALESPERSONS - RETAIL (EXCEPT VEHICLE SALES)

OES 490112

Retail Salespersons (except vehicle sales) sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. This does not include workers who work primarily as Cashiers.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$5.75 - 7.00	\$6.50
New Hires, With Experience:	\$6.35 - 8.50	\$7.50
After Three Years With the Firm:	\$7.00 - 11.00	\$9.00
Commissions paid by a few employers - Range: \$0.75 - 3.00 per hour		

**Average Weekly Hours:** Most (61%) Retail Salespersons work part-time, 25 hours per week. Some (39%) work full-time, 38 hours per week.

**Shifts:** All (100%) employers report having day and swing shifts.

### Fringe Benefits, Who Pays\*

	Full Time <u>E'er Pays All</u>	Part-Time <u>E'er Pays All</u>
Medical Insurance:	75%	31%
Dental Insurance:	69%	31%
Vision Insurance:	50%	25%
Life Insurance:	63%	31%
Paid Sick Leave:	56%	31%
Paid Vacation:	75%	38%
Retirement Plan:	6%	0%
Child Care:	6%	6%
Other employers specified: 401-K Plan		

\*The percentage is based on the number of employers responding to this question.  
Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Many firms either require less than a high school diploma (56%) or a high school diploma or equivalent (44%).

**Training:** No firms reported accepting training as a substitute for work experience or requiring vocational training.

**Education / Training Providers:** No formal education or training programs for this occupation.

**Experience:** Most (75%) firms do not require, but prefer 3-6 months work experience as a Retail Salesperson. Some (36%) accept 3-6 months experience as a Customer Service Representative.

### Skills rated "very important":

Willingness to work weekends, evenings, holidays, and overtime  
Customer service skills  
Cash handling skills  
Oral communication skills  
Public contact and interpersonal skills  
Ability to work independently  
Good grooming and appearance  
Ability to read and follow instructions  
Ability to operate a cash register  
Ability to apply sales techniques

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		
Few Employers Hire		

Job Market for: **Retail Salespersons**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Very competitive job search**

### Recruitment Methods, Three Most Frequently Used:

Walk-In Applicants, Employee Referrals, In-House Promotion or Transfer

**Others include:** Help wanted signs in windows, High School and College Campus Recruiting, Job Fairs

**Turnover:** Moderately high, 22% in the past 12 months.

**Size of 2000 Employment:** Very large - 7,372 and above

**Gender Representation:** Local employer response indicates 59% female, 41% male

### Where The Jobs Are:

Appliance Stores  
Auto Parts Suppliers  
Clothing Stores  
Department Stores  
Family and Speciality Stores

**Employers' Employment Outlook:** 16 employers responded providing data representing 2,020 employees for this occupation.

11 employers project employment to grow and 5 expect it to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 6,040  
Separations to 2004: 9,070  
\*Total Openings: 15,110

**New Job Growth Rate:** 17.2%\* Projected growth is about the same as the county-wide average of 17.7%\*.  
\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Team Leader, Coordinator, Lead, Department Manager, Senior Sales Associate, Assistant Manager, Floor Manager, Store Manager

**Unionization/Collective Bargaining:** None reported

**Alternate Job Titles:** Sales Associate, Team Member, Checkout, Operator, Merchandiser, Commission Associate

**Related Codes:** DOT - 261.357-066, 270.357-034, 270.357-058, 277.357-034, 277.357-058, 279.357-054 **O\*NET** - 41-2031.00

**Data Collection Date:** Summer 2000

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## SECRETARIES, EXCEPT LEGAL AND MEDICAL

OES 551080

Secretaries, except Legal and Medical, relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Does not include Medical and Legal Secretaries.

### WAGES AND BENEFITS

#### Hourly Wages

	Range	Median
New Hires, No Experience:	\$6.00 - 10.50	\$9.35
New Hires, With Experience:	\$7.00 - 13.25	\$11.50
After Three Years With the Firm:	\$9.00 - 17.25	\$14.00

**Average Weekly Hours:** Almost all Secretaries work full-time, 40 hours per week. For flexible working options, many secretaries work on a temporary or on call basis, 40 hours per week in employment opportunities through temporary employment agencies.

#### Fringe Benefits, % of employers offering\*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	81%
Vision Insurance:	38%
Life Insurance:	88%
Paid Sick Leave:	100%
Paid Vacation:	100%
Retirement Plan:	75%
Child Care:	6%
Other employers specified: 401-K Plan, 125 Cafeteria Plan	

\*The percentage is based on the number of employers offering fringe benefits and responding to this question.

### EMPLOYER REQUIREMENTS

**Education:** Almost all recent hires have some college (but not necessarily a degree). A few have a high school diploma or equivalent.

**Training:** Most firms sometimes accept training as a substitute for work experience. Employers prefer applicants with one year secretarial training, a typing certificate, word processing, spreadsheet, database, desktop publishing, and Internet software skills.

**Education / Training Providers:** See Appendix A, page 231

**Experience:** Most firms always require related work experience. Employers prefer applicants with six months to two years prior experience as a Receptionist, Administrative Clerk or Administrative Assistant.

#### Skills rated "very important":

Oral communication skills  
 Ability to read and follow instructions  
 Telephone answering skills  
 Ability to use word processing software  
 Ability to work independently  
 Interpersonal skills  
 English grammar, spelling, and punctuation skills  
 Ability to write effectively  
 Record keeping skills  
 Well groomed  
 Ability to maintain an appointment calendar  
 Ability to work under pressure  
 Alphabetic and numeric filing skills  
 Ability to write legibly  
 Ability to type at least 60 wpm



## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Secretaries, Except Legal and Medical**  
Experienced Applicants: **Somewhat competitive**  
Inexperienced Applicants: **Somewhat competitive**

**Recruitment Methods Most Frequently Used:**  
Newspaper Advertisements, Employee Referrals, Private Employment Agencies

**Turnover:** Moderate low, 20% in the past 12 months.

**Size of 2000 Employment:** Very large - 7,372 and above

**Gender Representation:** Local employer response indicates 88% female, 12% male

**Where The Jobs Are:**  
Jobs can be found in all industries both public and private such as:  
Business Services  
Government  
Management and Public Relations Offices  
Real Estate Offices  
Religious Organizations  
Schools and Colleges  
Temporary Agencies

**Employers' Employment Outlook:** 16 employers provided data to develop this profile.

7 expect employment to grow and 9 project employment to remain stable over the next three years.

**OES Growth Projections:** New jobs through 2004: 900  
Separations to 2004: 2,220  
\*Total Openings: 3,120

**New Job Growth Rate:** 4.9%\* Projected growth is slower than the county-wide average of 17.7%\*.  
\*7 year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Human Resource Assistant, Administrative Secretary, Office Supervisor/Manager

**Unionization/Collective Bargaining:** None reported

**Alternate Job Titles:** Secretary/Receptionist, Administrative Assistant, Executive Assistant

**Related DOT Codes:** 201.362-022, 201.362-030

**Data Collection Date:** Summer 1998

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## SEWING MACHINE OPERATORS - GARMENT

**OES 927170**

Sewing Machine Operators (garment) operate or tend sewing machines to perform garment sewing operations, such as joining, reinforcing, or decorating garments or garment parts. This includes sewing machine operators and tenders who perform specialized or automatic sewing machine functions, such as buttonhole making or tacking.

### WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$5.75 - 6.00	\$5.75
New Hires, With Experience:	\$5.75 - 7.75	\$6.50
After Three Years With the Firm:	\$5.75 - 9.75	\$7.50

\*Combined union and non-union wages

**Average Weekly Hours:** Almost all Sewing Machine Operators work full-time, 40 hours per week. A few work part-time, 20 hours per week.

### Fringe Benefits, % of employers offering\*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	80%
Vision Insurance:	100%
Life Insurance:	100%
Paid Sick Leave:	60%
Paid Vacation:	80%
Retirement Plan:	100%

\*The percentage is based on the number of employers offering fringe benefits and responding to this question.

### EMPLOYER REQUIREMENTS

**Education:** Almost all recent hires have less than a high school education. A few have a high school diploma.

**Training:** Many firms sometimes accept training as a substitute for work experience. Some employers provide on-the-job training or require applicants to pass a sewing test.

**Education / Training Providers:** No formal education or training programs for this occupation.

**Experience:** Many firms always require related work experience. Employers prefer applicants with 3 -12 months experience as a Quality Control Sewer or Garment Sewer.

### Skills rated "very important":

Ability to pay attention to detail  
 Ability to follow safe equipment operating practices  
 Ability to sit continuously for two or more hours  
 Ability to work independently  
 Ability to read and follow instructions  
 Ability to operate industrial sewing machines  
 Willingness to work with close supervision  
 Ability to meet deadlines  
 Ability to work in a noisy environment  
 Knowledge of garment construction  
 Ability to work under pressure  
 Willingness to work nights, weekends, and holidays  
 Ability to operate fabric cutting machines  
 Keeping current on new sewing technologies  
 Basic computer skills

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Sewing Machine Operators**

Experienced Applicants: **Competitive**

Inexperienced Applicants: **Competitive**

### Recruitment Methods Most Frequently Used:

Employment Development Department, Unsolicited Applicants, Newspaper Advertisements.

**Turnover:** Moderate, 18% in the past 12 months.

**Size of 2000 Employment:** Medium - Between 1,701 - 3,402

**Gender Representation:** Local employer response indicates 73% female, 27% male

### Where The Jobs Are:

Mens and Boys Clothing

Womens and Girls Clothing

Hats and Caps Manufacturing

**Employers' Employment Outlook:** 15 employers provided data to develop this profile.

9 project employment to grow, 4 expect employment to remain stable and 2 expect employment to decline over the next three years.

**OES Growth Projections:** New jobs through 2004: -10  
Separations to 2004: 210  
\*Total Openings: 200

**New Job Growth Rate:** -0.5%\* Projected growth is declining slowly as compared to the county-wide average of 17.7%\*.  
\*7 year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Lead Sewer, Sewing Inspector, Crew Manager, Floor Supervisor/Manager

**Unionization/Collective Bargaining:** Yes. 7% of employers and 40% of employees were unionized.

**Alternate Job Titles:** Sewing Operator, Knitting Operator, Quality Control Sewer, Seamstress

**Related DOT Codes:** 787.682-046, 787.682-050, 787.682-074

**Data Collection Date:** Summer 1998

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## SHEET METAL WORKERS

**OES 891320**

Sheet Metal Workers fabricate, assemble, install, and repair sheet metal products and equipment, such as control boxes, drainpipes, and furnace casings. Their work may involve setting up and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using a hammer; operating soldering and welding equipment to join sheet metal parts; and inspecting, assembling, and smoothing seams and joints of burred surfaces.

### WAGES AND BENEFITS

#### Hourly Wages

	Range*	Median*
New Hires, No Experience:	\$5.75 - 10.00	\$7.00
New Hires, With Experience:	\$7.00 - 13.00	\$10.13
After Three Years With the Firm:	\$10.00 - 18.00	\$14.50

\*Combined union and non-union wages

**Average Weekly Hours:** Almost all (85%) Sheet Metal Workers work full-time, 41 hours per week. A few (14%) work part-time, 12 hours per week.

**Shifts:** All (100%) employers report having day shifts.

#### Fringe Benefits, Who Pays\*

##### Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	44%	39%	11%
Dental Insurance:	33%	39%	22%
Vision Insurance:	22%	17%	56%
Life Insurance:	17%	22%	56%
Paid Sick Leave:	22%	0%	72%
Paid Vacation:	78%	0%	17%
Retirement Plan:	33%	11%	50%
Child Care:	0%	0%	94%

Other employers specified: 401-K Plan

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Most (61%) firms require less than a high school education. Some (39%) require a high school diploma or equivalent.

**Training:** Some (31%) firms accept training as a substitute for work experience. Few (11%) require vocational training. A few provide three months on-the-job training.

**Education / Training Providers:** See Appendix A, page 232

**Experience:** Most (61%) firms do not require related work experience, but prefer 12-36 months prior experience. Few (7%) accept other occupational experience.

#### Skills rated "very important":

Ability to pay attention to detail  
 Knowledge of safe working practices and safety gear  
 Ability to work under pressure and meet deadlines  
 Good hand-eye coordination  
 Ability to work independently  
 Ability to stand continuously for two or more hours  
 Ability to use hand tools and power tools  
 Ability to use scribes, dividers, squares, and rulers  
 Ability to work on a team  
 Ability to use shears, breaks, presses, forming rolls, and routers  
 Knowledge of shop mathematics  
 Ability to read, interpret blueprints, or sketches  
 Knowledge of machining and layout techniques  
 Ability to use calipers, scales, micrometers  
 Oral communication skills  
 Knowledge of metallic materials (iron, copper, steel, aluminum)

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		
Few Employers Hire		

Job Market for: **Sheet Metal Workers**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

### Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Employment Development Department.

**Others include:** Walk-In Applicants

**Turnover:** Moderate, 11% in the past 12 months.

**Size of 2000 Employment:** Medium - Between 1,701 - 3,401

**Gender Representation:** Local employer response indicates 2% female, 98% male

### Where The Jobs Are:

Fabricated Structural Metal Products  
Heating and Air Conditioning Contractors  
Ship Building and Repair

**Employers' Employment Outlook:** 18 employers provided data to develop this profile.

2 project employment to grow and 16 expect employment to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 70  
Separations to 2004: 240  
\*Total Openings: 310

**New Job Growth Rate:** 4.3%\* Projected growth is slower than the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Alternate Job Titles:** Sheet Metal Installer, Layout Installer Mechanic, Shear Break Operator, CNC Machine Operator, Sheet Metal Welder, Deburrer, Grinder, Sheet Metal Fabricator, Ship Carpenter

**Related DOT Codes:** 703.684-010, 730.684-074, 804.281-010

**Promotional Opportunities:** Lead, Journeyman, Supervisor, Shop Foreman, Office Manager, General Manager

**Unionization/Collective Bargaining:** Yes. 11% of employers and 22% of employees were unionized.

**Data Collection Date:** Summer 1999

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## SHERIFFS AND DEPUTY SHERIFFS

**OES 630320**

Sheriffs and Deputy Sheriffs enforce law and order in rural or unincorporated districts or serve legal processes of courts. They may patrol courthouse, guard court or grand jury, or escort defendants. Does not include Deputy Sheriffs who spend the majority of time guarding prisoners in county correctional institutions.

### WAGES AND BENEFITS

#### Hourly Wages Median

New Hires, No Experience:	\$13.00
New Hires, With Experience:	\$18.50
After Three Years With the Firm:	\$20.50

**Average Weekly Hours:** All Sheriffs and Deputy Sheriffs work full-time, 43 hours per week.

#### Fringe Benefits, % of employers offering\*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance::	100%
Vision Insurance:	100%
Life Insurance:	100%
Paid Sick Leave:	100%
Paid Vacation:	100%
Retirement Plan:	100%

\*The percentage is based on the number of employers offering fringe benefits and responding to this question.

### EMPLOYER REQUIREMENTS

**Education:** All recent hires have some college (but not necessarily a degree).

**Training:** Employers always accept training as a substitute for work experience. Applicants with word processing, database, and Internet software skills are preferred.

**Education / Training Providers:** See Appendix A, page 232

**Experience:** Employers never require related work experience.

#### Skills rated "very important":

Ability to work under pressure and handle crisis situations  
 Willingness to work nights, weekends, and holidays  
 Oral communication skills  
 Ability to work independently  
 Ability to read and follow instructions  
 Public contact skills

#### Pre-employment criteria

Must pass psychological interview  
 Must pass physical performance test  
 Must pass oral and/or written exam  
 Age 21 and U.S. citizen  
 No criminal record  
 No drug use history

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
A Little Difficult		
Not Difficult		X

Job Market for: **Sheriffs and Deputy Sheriffs**

Experienced Applicants: **Somewhat competitive**

Inexperienced Applicants: **Very competitive**

### Recruitment Methods Most Frequently Used:

Newspaper Advertisements, Employee Referrals, and Unsolicited Applicants.

**Turnover:** Very low, 2% in the past 12 months.

**Size of 2000 Employment:** Small - Less than 1,701

**Gender Representation:** Local employer response indicates 33% female, 67% male

### Where The Jobs Are:

County of San Diego

**Employers' Employment Outlook:** 1 employer provided data to develop this profile, and projects employment to remain stable over the next three years.

**OES Growth Projections:** New jobs through 2004: 110  
Separations to 2004: 130  
\*Total Openings: 240

**New Job Growth Rate:** 10.5%\* Projected growth is slower than the county-wide average of 17.7%\*.

\*7 year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Sergeant

**Unionization/Collective Bargaining:** Yes. Deputy Sheriffs Association.

**Alternate Job Titles:** None reported

**Related DOT Codes:** 377.263-010, 377.363-010, 377.677-014

**Data Collection Date:** Summer 1998

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## SOFTWARE ENGINEERS

**030062999**

Software Engineers research, design, and develop computer software systems, in conjunction with hardware product development, applying principles and techniques of computer science, engineering, and mathematical analysis. They consult with hardware engineers and other engineering staff to evaluate interface between hardware and software, and operational and performance requirements of overall system. They formulate and design software systems to predict and measure outcome and consequences of design. They develop and direct software system testing procedures, programming, and documentation.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$11.00 - 19.18	\$15.77
New Hires, With Experience:	\$14.00 - 31.16	\$20.89
After Three Years With the Firm:	\$19.18 - 38.36	\$29.83

**Average Weekly Hours:** Almost all (93%) Software Engineers full-time, 44 hours per week. A few (6%) work part-time, 28 hours per week.

**Shifts:** All (100%) employers report having day shifts and a few (6%) have swing shifts.

### Fringe Benefits, Who Pays\*

#### Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	88%	6%	6%
Dental Insurance:	88%	6%	6%
Vision Insurance:	75%	6%	19%
Life Insurance:	75%	0%	25%
Paid Sick Leave:	88%	0%	13%
Paid Vacation:	88%	0%	13%
Retirement Plan:	31%	63%	6%
Child Care:	6%	25%	69%
Other employers specified: 401-K Plan, Signing Bonus			

\*The percentage is based on the number of employers responding to this question.  
Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Most (63%) firms require a bachelor degree. A few either require an associate degree (19%) or a high school diploma or equivalent (19%).

**Training:** Some (33%) firms accept 1-2 years training as a substitute for work experience. Many (56%) require 1-2 years vocational training in computer programming or a one year internship. Employers reported using the following computer programming languages: Assembler, Access, C, C++, Cold Fusion, HTML, Informix, Java, Oracle, SQL, and Visual Basic.

**Education / Training Providers:** See Appendix A, page 233

**Experience:** Most (63%) firms require 1-3 years work experience as a Software Engineer. Some (31%) employers accept two years experience as a Software Tester or have a background in computers.

### Skills rated "very important":

Computer programming skills  
Ability to meet deadlines  
Ability to work independently  
Analytical skills  
Ability to pay attention to detail  
Problem solving skills  
Ability to work on a team  
Ability to read and follow instructions  
Ability to work under pressure  
Knowledge of computer design



## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		
Few Employers Hire		

Job Market for: **Software Engineers**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

### Recruitment Methods, Three Most Frequently Used:

Internet, Employee Referrals, Newspaper Advertisements

**Turnover:** Moderately high, 22% in the past 12 months.

**Size of 2000 Employment:** Not available

**Gender Representation:** Local employer response indicates 16% female, 84% male

### Where The Jobs Are:

Computer Programming Services

Data Processing Services

Research Facilities

Software Development Companies

Temporary Employment Agencies

**Employers' Employment Outlook:** 16 employers responded providing data representing 412 employees for this occupation.

13 employers project employment to grow and 3 expect it to remain stable over the next two years.

**OES Growth Projections:** Not available

**New Job Growth Rate:** Not available

## OTHER INFORMATION

**Promotional Opportunities:** Senior Programmer, Project Leader, Project Developer, Senior Firmware Engineer, Senior Software Developer, Senior Solutions Developer, Project Manager

**Unionization/Collective Bargaining:** None reported

**Alternate Job Titles:** Programmers I, II, III, Firmware Engineer, Software Programmer, Programmer Analyst, Multimedia Developer, Solutions Developer, Application Programmer, Field Engineer, Software Developer

**Related Codes:** DOT - 030.062-010, 030.162-010, 030.162-014  
O\*NET - 15-1031.00

**Data Collection Date:** Summer 2000

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

**STOCK CLERKS - STOCKROOM, WAREHOUSE, STORAGE YARD****OES 580230**

Stock Clerks receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports. Does not include Stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking.

**WAGES AND BENEFITS**

<b>Hourly Wages</b>	<b>Range</b>	<b>Median</b>
New Hires, No Experience:	\$5.75 - 10.25	\$7.00
New Hires, With Experience:	\$6.50 - 10.75	\$8.00
After Three Years With the Firm:	\$8.50 - 18.00	\$10.00

**Average Weekly Hours:** Many Stock Clerks work full-time, 40 hours per week or on a temporary or on call basis, 40 hours per week.

**Fringe Benefits, % of employers offering\***

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	87%
Vision Insurance:	53%
Life Insurance:	87%
Paid Sick Leave:	73%
Paid Vacation:	100%
Retirement Plan:	80%
Other employers specified: 401-K Plan, Performance Bonus	

\*The percentage is based on the number of employers offering fringe benefits and responding to this question.

**EMPLOYER REQUIREMENTS**

**Education:** Almost all recent hires have a high school diploma or equivalent.

**Training:** Most firms sometimes accept training as a substitute for work experience. Many employers will provide on-the-job training, including customer service, company software, and forklift certification. Applicants with database and spreadsheet software skills are preferred.

**Education / Training Providers:** See Appendix A, page 234

**Experience:** Some firms usually require related work experience. Employers prefer applicants with 6-12 months experience as a Shipping and Receiving Clerk, Warehouse Worker, or Forklift Operator

**Skills rated "very important":**

Ability to follow written and verbal instructions  
 Ability to work independently  
 Ability to work as part of a team  
 Ability to read and understand stock invoices  
 Ability to do shelf stocking work  
 Ability to write legibly  
 Ability to stand for long periods of time  
 Oral communication skills  
 Ability to operate a forklift  
 Manual dexterity  
 Ability to lift at least 50 lbs. repeatedly  
 Record keeping skills  
 Understanding of inventory techniques  
 Basic math skills  
 Labeling skills  
 Computer skills

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Stock Clerks**

Experienced Applicants: **Competitive**

Inexperienced Applicants: **Competitive**

### Recruitment Methods Most Frequently Used:

Newspaper Advertisements, In-House Promotion or Transfer, Employee Referrals.

**Turnover:** Moderately low, 6% in the past 12 months.

**Size of 2000 Employment:** Very large - 7,372 and above

**Gender Representation:** Local employer response indicates 20% female, 80% male

### Where The Jobs Are:

Car Dealers  
Colleges and Universities  
Discount Warehouse Retailers  
Government  
Grocery Stores  
Hospitals  
Manufacturing Companies  
Motor Vehicle Parts and Supplies  
Lumber and Building Material Supplies  
Temporary Agencies

**Employers' Employment Outlook:** 15 employers provided data to develop this profile.

9 project employment to grow, 5 expect employment to remain stable, and 1 expects employment to decline over the next three years.

**OES Growth Projections:** New jobs through 2004: 1,330  
Separations to 2004: 830  
\*Total Openings: 2,160

**New Job Growth Rate:** 17.4%\* Projected growth is about the same as the county-wide average of 17.7%\*.

\*7 year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Lead Stock Clerk, Traffic Coordinator, Warehouse Supervisor, Inventory Manager

**Unionization/Collective Bargaining:** Yes. 7% of employers and 19% of employees were unionized.

**Alternate Job Titles:** Receiving Clerk, Warehouse Clerk, Warehouse Person, Stocker

**Related DOT Codes:** 222.367-042, 222.387-026, 222.387-030, 222.387-058, 381.687-010

**Data Collection Date:** Summer 1998

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## TEACHERS AND INSTRUCTORS - VOCATIONAL EDUCATION AND TRAINING

OES 313140

Vocational Education and Training Teachers and Instructors teach or instruct vocational and/or occupational subjects at the post-secondary level (but less than the baccalaureate) to students who have graduated or left high school. They teach subjects such as business, secretarial science, data processing, trades, or practical nursing. Includes correspondence school instructors; industrial, commercial or government training instructors; and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. They may teach in public or private schools or in schools associated with organizations whose primary business is other than education.

### WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$12.00	\$12.00
New Hires, With Experience:	\$8.00 - 27.59	\$13.50
After Three Years With the Firm:	\$10.00 - 32.02	\$17.87

\*Combined union and non-union wages

**Average Weekly Hours:** Most (79%) Vocational Teachers and Instructors work part-time, 20 hours per week. A few (17%) work full-time, 38 hours per week or on a temporary or on-call basis, (4%) 6 hours per week.

**Shifts:** All employers (100%) report having day shifts. Many (54%) also have evening teaching assignments.

### Fringe Benefits, Who Pays\*

#### Part Time Employees

	Employer Pays All	Shared Cost	Not Provided
Medical Insurance:	13%	4%	63%
Dental Insurance:	13%	0%	67%
Vision Insurance:	13%	0%	67%
Life Insurance:	13%	4%	63%
Paid Sick Leave:	25%	4%	50%
Paid Vacation:	33%	4%	42%
Retirement Plan:	8%	8%	63%
Child Care:	0%	0%	79%

Other employers specified: Tuition Reimbursement, Paid Holidays

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Many (50%) firms require a high school diploma or equivalent. Some (33%) require an associate degree and a few (17%) require a bachelor degree.

**Training:** Few (4%) firms accept training as a substitute for work experience. Most (63%) do not require vocational training. Employers prefer applicants with 2-5 years training in their chosen subject area. Applicants with word processing, spreadsheet, and database computer software skills or software specific to a vocation are preferred.

**Education / Training Providers:** See Appendix A, page 234

**Experience:** Almost all (96%) firms require 1-5 years related work experience. Some (29%) accept 3-5 years industry related experience in the area of instruction. Few employers report hiring inexperienced applicants.

### Skills rated "very important":

Oral communication skills  
 Ability to plan and supervise work of students  
 Ability to keep current in field of instruction  
 Patience with students  
 Ability to motivate students  
 Ability to test and evaluate student achievement  
 Ability to read and follow instructions  
 Ability to prepare instructional materials and plan a course of instruction  
 Ability to work independently  
 Possess state teaching certificate  
 Ability to work under pressure  
 Ability to train students in the use of new computer software  
 Willingness to work part-time  
 Report writing and basic math skills  
 Ability to access new employment and skill trends  
 Reliability

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		
Few Employers Hire		X

Job Market for: **Vocational Teachers and Instructors**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Very competitive job search**

### Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, Internet.

**Others include:** Job Line, County Office of Education.

**Turnover:** Moderate, 17% in the past 12 months.

**Size of 2000 Employment:** Large - Between 3,402 - 7,371

**Gender Representation:** Local employer response indicates 52% female, 48% male

### Where The Jobs Are:

Colleges and Universities  
Elementary and Secondary Schools  
Schools and Educational Services  
Vocational Schools

**Employers' Employment Outlook:** 24 employers provided data to develop this profile.

15 project employment to grow, 8 expect employment to remain stable, and 1 expects employment to decline over the next two years.

**OES Growth Projections:** New jobs through 2004: 700  
Separations to 2004: 220  
\*Total Openings: 920

**New Job Growth Rate:** 21.7%\* Projected growth is faster than the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Alternate Job Titles:** Trainer, Instructor, Clinic Instructor, Instructor/Counselor, Teacher Associate, Credentialed Teacher

**Related DOT Codes:** 090.222-010, 092.227-018, 097.221-010, 166.221-010, 375.227-010

**Promotional Opportunities:** Instructor Supervisor, Lead Instructor, Program Specialist Coordinator, Director of Education/Operations, Student Administrator, Job Placement Director/Coordinator, Case Manager, School Director, School Superintendent

**Unionization/Collective Bargaining:** None reported.

**Data Collection Date:** Summer 1999

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

**TEACHERS - ELEMENTARY SCHOOL****OES 313050**

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. This does not include special education teachers who teach only handicapped pupils.

**WAGES AND BENEFITS**

<b>Hourly Wages</b>	<b>Range*</b>	<b>Median*</b>
New Hires, No Experience:	\$6.39 - 15.37	\$13.46
New Hires, With Experience:	\$6.67 - 17.66	\$14.80
After Three Years With the Firm:	\$7.46 - 22.41	\$17.55

\*Combined union and non-union wages

**Average Weekly Hours:** Almost all Elementary School Teachers work full-time, 39 hours per week. A few work part-time, 19 hours per week.

**Fringe Benefits, % of employers offering\***

	<u>Full-Time</u>	<u>Part-Time</u>
Medical Insurance:	100%	33%
Dental Insurance:	93%	27%
Vision Insurance:	93%	33%
Life Insurance:	93%	33%
Paid Sick Leave:	93%	- -
Paid Vacation:	13%	- -
Retirement Plan:	87%	13%

Other employers specified: 125 Cafeteria Plan

\*The percentage is based on the number of employers offering fringe benefits and responding to this question.

**EMPLOYER REQUIREMENTS**

**Education:** All recent hires have a bachelor degree.

**Training:** Many firms usually accept training as a substitute for work experience. A State of California Teaching Credential is required for teaching in Public Schools. Applicants with word processing and Internet software skills are preferred.

**Education / Training Providers:** See Appendix A, page 234

**Experience:** Most firms usually require related work experience. Employers prefer applicants with one year experience as a Student Teacher, Teacher Intern, or Elementary School Teacher.

**Skills rated "very important":**

Patience with children  
 Classroom management skills  
 Possession of a clean police record  
 Ability to work under pressure and handle crisis situations  
 Classroom discipline and supervision skills  
 Ability to obtain a State Teaching Credential  
 Oral communication skills  
 Ability to motivate students  
 Ability to read and follow instructions  
 Ability to write effectively  
 Record keeping skills  
 Ability to perform basic mathematical computations  
 Ability to work independently  
 Knowledge of various cultural backgrounds

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		X
A Little Difficult	X	
Not Difficult		

Job Market for: **Teachers, Elementary School**

Experienced Applicants: **Competitive**

Inexperienced Applicants: **Somewhat competitive**

### Recruitment Methods Most Frequently Used:

County Office of Education Placement Office, Public School or Program Referrals, Unsolicited Applicants

**Turnover:** Very low, 3% in the past 12 months.

**Size of 2000 Employment:** Very large - 7,372 and above

**Gender Representation:** Local employer response indicates 76% female, 24% male

### Where The Jobs Are:

Private Elementary Schools

Public Elementary Schools

**Employers' Employment Outlook:** 15 employers provided data to develop this profile.

6 project employment to grow, 8 expect employment to remain stable and 1 expects employment to decline over the next three years.

**OES Growth Projections:** New jobs through 2004: 1,490  
Separations to 2004: 1,800  
\*Total Openings: 3,290

**New Job Growth Rate:** 10.8%\* Projected growth is slower than the county-wide average of 17.7%\*.  
\*7 year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Special Education Teacher, Counselor, Vice Principal, Principal, School Director

**Unionization/Collective Bargaining:** Yes. 73% of employers and 97% of employees were unionized.

**Alternate Job Titles:** None reported

**Related DOT Codes:** 092.227-010

**Data Collection Date:** Summer 1998

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## TEACHERS – PRESCHOOL

**OES 313030**

Preschool Teachers instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intelligent growth needed for primary school, in preschool, day care center, or other child development facility. They may be required to have State certification.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	- - - Not Available - - -	
New Hires, With Experience:	\$6.75 - 9.00	\$7.50
After Three Years With the Firm:	\$7.00 - 11.00	\$8.75

**Average Weekly Hours:** Most (68%) Preschool Teachers work full-time, 39 hours per week. Some (32%) work part-time, 23 hours per week.

**Shifts:** All (100%) employers report having day shifts.

### Fringe Benefits, Who Pays\*

	Full Time Employees		
	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	59%	24%	12%
Dental Insurance:	47%	18%	24%
Vision Insurance:	24%	0%	71%
Life Insurance:	18%	6%	71%
Paid Sick Leave:	71%	18%	6%
Paid Vacation:	76%	18%	0%
Retirement Plan:	24%	12%	59%
Child Care:	53%	29%	12%
Other employers specified: Paid Holidays and Staff Days, Paid Organizational Membership			

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Many (59%) firms require an associate degree. Some (35%) require a high school diploma or equivalent.

**Training:** Many (41%) firms accept training as a substitute for work experience. In private schools, applicants must be 18 years of age and complete 12 semester units in early childhood education; or 6 months work in a licensed day care center; or be a valid Child Development Associate and have 6 months on-the-job training, and/or work experience. In public schools, applicants must have an instructional permit issued by the Commission of Teacher Credentialing.

**Education / Training Providers:** See Appendix A, page 236

**Experience:** Almost all (94%) firms require 6-36 months related work experience. Some (19%) accept 6-24 months of experience as a Child Care Provider, Camp Counselor, or Nurse. Few responding employers report hiring inexperienced applicants.

### Skills rated "very important":

Patience with young children  
 Oral communication and report writing skills  
 Ability to plan and supervise work of students  
 Ability to monitor group child activities  
 Ability to motivate students  
 Ability to plan a course of instruction  
 Ability to read and follow instructions  
 Ability to work independently  
 Ability to give one-on-one instruction  
 Ability to keep records of student progress  
 Ability to involve parents in child's progress  
 Ability to work under pressure  
 Knowledge of first aid and CPR  
 Ability to plan daily and long-term schedules  
 Possession of a Child Development Associate credential (CDA)



## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		
Few Employers Hire		X

Job Market for: **Preschool Teachers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Very competitive job search**

### Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Colleges and Universities.

**Others include:** Postings with Church Associations.

**Turnover:** Moderate, 20% in the past 12 months.

**Size of 2000 Employment:** Large - Between 3,402 - 7,371

**Gender Representation:** Local employer response indicates 99% female, 1% male

### Where The Jobs Are:

Child Day Care Services

Colleges and Universities

Elementary and Secondary Schools

Religious Organizations

**Employers' Employment Outlook:** 17 employers provided data to develop this profile.

7 project employment to grow and 10 expect employment to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 780  
Separations to 2004: 510  
\*Total Openings: 1,290

**New Job Growth Rate:** 20.9%\* Projected growth is faster than the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Alternate Job Titles:** Teacher Aide, Teacher Assistant, Child Development Specialist

**Related DOT Codes:** 092.227-018, 166.221-010

**Promotional Opportunities:** Associate Teacher, Supervisor, School Director, Assistant Teaching Supervisor

**Unionization/Collective Bargaining:** None reported.

**Data Collection Date:** Summer 1999

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## TEACHERS - SECONDARY SCHOOL

**OES 313080**

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics or social studies. This includes vocational high school teachers, but does not include special education teachers who teach only students with disabilities.

### WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$10.74 - 15.71	\$13.61
New Hires, With Experience:	\$11.36 - 17.66	\$15.55
After Three Years With the Firm:	\$12.95 - 26.62	\$17.62

\*Combined union and non-union wages

**Average Weekly Hours:** Almost all Secondary School Teachers work full-time, 38 hours per week. A few work part-time, 20 hours per week.

### Fringe Benefits, % of employers offering\*

	<u>Full-Time</u>	<u>Part-Time</u>
Medical Insurance:	94%	33%
Dental Insurance:	88%	27%
Vision Insurance:	94%	33%
Life Insurance:	94%	33%
Paid Sick Leave:	88%	- -
Paid Vacation:	0%	- -
Retirement Plan:	94%	13%
Other employers specified: Long-Term Disability		

\*The percentage is based on the number of employers offering fringe benefits and responding to this question.

### EMPLOYER REQUIREMENTS

**Education:** All recent hires have a bachelor degree.

**Training:** Many firms sometimes accept training as a substitute for work experience. A State of California Teaching Credential is required for teaching in Public Schools. Some schools may require an additional 18-30 academic units for job applicants. Applicants with word processing and other basic computer software skills are preferred.

**Education / Training Providers:** See Appendix A, page 236

**Experience:** Almost all firms sometimes require related work experience. Applicants with 1-2 years experience as a Student/Substitute Teacher or Elementary/High School Teacher is preferred.

### Skills rated "very important":

Patience with children  
 Classroom management skills  
 Oral communication skills  
 Classroom discipline and supervision skills  
 Ability to obtain State Teaching Credential  
 Ability to work under pressure and handle crisis situations  
 Ability to work independently  
 Possession of a clean police record  
 Ability to read and follow instructions  
 Ability to motivate students  
 Record keeping skills  
 Ability to write effectively  
 Possession of imagination and creativity  
 Ability to perform basic mathematical computations

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **School Teachers, Secondary**  
Experienced Applicants: **Competitive**  
Inexperienced Applicants: **Competitive**

### Recruitment Methods Most Frequently Used:

Unsolicited Applicants, Public Schools or Program Referrals, County Office of Education.

**Turnover:** Very low, 3% in the past 12 months

**Size of 2000 Employment:** Very large - 7,372 and above

**Gender Representation:** Local employer response indicates 64% female, 36% male

### Where The Jobs Are:

High Schools  
Middle Schools  
Private Schools  
Secondary Schools

**Employers' Employment Outlook:** 16 employers provided data to develop this profile.

8 project employment to grow and 8 expect employment to remain stable over the next three years.

**OES Growth Projections:** New jobs through 2004: 1,940  
Separations to 2004: 2,310  
\*Total Openings: 4,250

**New Job Growth Rate:** 18.5%\* Projected growth is about the same as the county-wide average of 17.7%\*.  
\*7 year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Resource Teacher, Student Counselor, Assistant/Vice Principal, School Dean, Director of Curriculum

**Unionization/Collective Bargaining:** Yes. 75% of employers and 96% of employees were unionized.

**Alternate Job Titles:** Junior High School Teacher, High School Teacher

**Related DOT Codes:** 091.227-010

**Data Collection Date:** Summer 1998

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## TEACHERS, SPECIAL EDUCATION

**OES 313110**

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$8.58 - 14.86	\$8.63
Union:	\$13.42 - 21.37	\$15.58
New Hires, With Experience:	\$8.63 - 19.18	\$13.66
Union:	\$14.25 - 24.07	\$17.20
After Three Years With the Firm:	\$10.07 - 21.58	\$16.78
Union:	\$15.34 - 26.60	\$20.72

**Average Weekly Hours:** Most (78%) Special Education Teachers work full-time, 39 hours per week. Some (22%) work part-time, 23 hours per week.

**Shifts:** Almost all (95%) employers report having day shifts. A few (10%) also work afternoons, evenings, and weekends.

### Fringe Benefits, Who Pays\*

#### Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	76%	10%	0%
Dental Insurance:	76%	5%	5%
Vision Insurance:	62%	0%	19%
Life Insurance:	76%	0%	10%
Paid Sick Leave:	81%	0%	5%
Paid Vacation:	67%	0%	19%
Retirement Plan:	71%	5%	10%
Child Care:	14%	0%	71%
Other employers specified: Long-Term Disability, Sabbatical Leave			

\*The percentage is based on the number of employers responding to this question.

Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Most (76%) firms require a bachelor degree. A few either require a graduate degree (19%) or an associate degree (5%).

**Training:** Some (28%) firms accept 1-2 years of training as a substitute for work experience. Special Education training consists of a fifth year of study after a bachelor degree is earned. Credentials are issued by the State of California Commission on Teacher Credentialing and renewed every five years. Teachers must take 150 hours of continuing education and meet the service requirements of teaching at least one semester to renew their credential. Applicants with word processing software skills are preferred.

**Education / Training Providers:** See Appendix A, page 238

**Experience:** Most (62%) firms do not require, but prefer 1-3 years work experience as a Special Education Teacher. Some (20%) employers accept three years prior experience as a Instructional Aide, two years as a Social Worker, or one year as an Elementary or Secondary Teacher.

### Skills rated "very important":

Classroom management, supervision, and discipline skills  
 Possession of a clean police record  
 Knowledge of children with special needs  
 Ability to work under pressure  
 Patience with children  
 Ability to motivate students  
 Ability to handle crisis situations  
 Oral communication skills  
 Ability to read and follow instructions  
 Ability to write effectively  
 Record keeping skills  
 Multi-cultural familiarity  
 Imagination and creativity

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		
Few Employers Hire		

Job Market for: **Special Education Teachers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **No competition in job search**

### Recruitment Methods, Three Most Frequently Used:

Internet, Colleges and Universities, Newspaper Advertisements

**Others include:** San Diego County Office of Education, Rehabilitation Agencies

**Turnover:** Moderately low, 8% in the past 12 months.

**Size of 2000 Employment:** Medium - between 1,701 - 3,402

**Gender Representation:** Local employer response indicates 82% female, 18% male

### Where The Jobs Are:

Elementary and Secondary Schools (public)

Local Social Service Agencies

Private Special Education Schools

**Employers' Employment Outlook:** 21 employers responded providing data representing 341 employees for this occupation.

11 employers project employment to grow and 10 expect it to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 970  
Separations to 2004: 250  
\*Total Openings: 1,220

**New Job Growth Rate:** 43.9%\* Projected growth is much faster than the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Special Education Counselor, Special Education Supervisor, School Administrator, Vice Principal

**Unionization/Collective Bargaining:** Yes. 67% of employers and 83% of employees were unionized.

**Alternate Job Titles:** Early Intervention Specialist, Resource Specialist, Braille Typing Teacher, Adaptive PE Teacher, Day Class Resource Specialist, Speech and Language Resource Specialist, Educational Therapist, Life Management Skills Instructor

**Related Codes:** DOT - 094.224-010, 094.224-030, 094.227-014, 094.227-022, 094.227-030, **O\*NET** - 25-2041.00, 25-2042.00, 25-2043.00, 25-3021.00

**Data Collection Date:** Summer 2000

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## TELECOMMUNICATIONS TECHNICIANS

**003061998**

Telecommunications Technicians provide for day-to-day operation and technical oversight of assigned telecommunications systems, services, and facilities. They perform a range of telecommunication technical support functions. They troubleshoot systems, and may analyze and evaluate technological changes and innovations, or determine feasibility of emerging technologies.

### WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$12.00 - 15.00	\$13.50
New Hires, With Experience:	\$9.13 - 25.00	\$17.00
After Three Years With the Firm:	\$16.00 - 30.00	\$23.97

\*Combined union and non-union wages

Commissions were paid by a few employers - Range: \$1.31 - 3.45

**Average Weekly Hours:** Almost all (94%) Telecommunications Technicians work full-time, 41 hours per week. A few (6%) work temporary or on-call, 20 hours per week.

**Shifts:** All (100%) employers report having day shifts.

### Fringe Benefits, Who Pays\*

#### Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	73%	20%	0%
Dental Insurance:	60%	13%	27%
Vision Insurance:	40%	7%	53%
Life Insurance:	60%	7%	33%
Paid Sick Leave:	80%	0%	20%
Paid Vacation:	93%	0%	7%
Retirement Plan:	47%	33%	13%
Child Care:	7%	7%	87%
Other employers specified: 401-K Plan, Stock Options			

\*The percentage is based on the number of employers responding to this question.  
Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Many firms either require a high school diploma or equivalent (47%) or an associate degree (40%). A few (13%) require a bachelor degree.

**Training:** Many (50%) firms accept 1-2 years training as a substitute for work experience. Many (47%) require 1-2 years vocational training in programming, telecommunication apprenticeships, certificate training, and Naval technical training. Applicants with word processing and spreadsheet software skills are preferred.

**Education / Training Providers:** See Appendix A, page 238

**Experience:** Almost all (80%) firms require 1-3 years work experience as a Telecommunication Technician. Some (33%) employers accept 2-5 years prior experience as a Data Communications Technician, Electrician, Personal Computer Technician, or Personal Computer Salesperson.

### Skills rated "very important":

Ability to meet deadlines  
Ability to read and follow instructions  
Oral communications skills  
Ability to work independently  
Knowledge of telecommunications equipment  
Ability to work under pressure  
Possession of mechanical aptitude  
Ability to work on a team  
Knowledge of electrical and electronic equipment  
Ability to troubleshoot and repair communications systems  
Knowledge of ground based and wireless communications systems  
Basic math skills  
Interpersonal skills

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		
Few Employers Hire		

Job Market for: **Telecommunications Technicians**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

### Recruitment Methods, Three Most Frequently Used:

Internet, Employee Referrals, Newspaper Advertisements

**Turnover:** Moderate, 14% in the past 12 months.

**Size of 2000 Employment:** Not available

**Gender Representation:** Local employer response indicates 8% female, 92% male

### Where The Jobs Are:

Electrical Contractors

Colleges and Universities

Local Government

Telecommunications Companies

Telephone Companies and Service Providers

Temporary Employment Agencies

**Employers' Employment Outlook:** 15 employers responded providing data representing 177 employees for this occupation.

12 employers project employment to grow and 3 expect it to remain stable over the next two years.

**OES Growth Projections:** Not available

**New Job Growth Rate:** Not available

## OTHER INFORMATION

**Promotional Opportunities:** Lead Technician, Service Manager, Data Communications Manager, Senior Telecom Network Administrator, Supervisor, Telecom Manager, Communications Supervisor, Operations /Sales Supervisor

**Unionization/Collective Bargaining:** Yes. 7% of employers and 12% of employees were unionized.

**Alternate Job Titles:** Telephone Technician, Service Technician, Telecom Engineer, System Technician, Communication System Technician, Cable Technician, Installation Technician

**Related Codes:** DOT - 822.281-018, 822.281-022, 822.381-014  
O\*NET - 49-2022.00

**Data Collection Date:** Summer 2000

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## TELEPHONE AND CABLE T.V. LINE INSTALLERS AND REPAIRERS

OES 857020

Telephone and Cable T.V. Line Installers and Repairers install and repair telephone and telegraph lines, television distribution cables, poles, and related equipment such as supports, insulation, and guywire systems. Other duties include locating and repairing defects in existing systems, and placing, rearranging, and removing underground or aerial cables.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.00 - 12.00	\$7.63
New Hires, With Experience:	\$8.00 - 15.34	\$10.00
After Three Years With the Firm:	\$9.75 - 20.00	\$13.00

Some employers may also pay a bonus or commissions.

**Average Weekly Hours:** Almost all (98%) Telephone and Cable T.V. Line Installers work full-time, 42 hours per week.

**Shifts:** All (100%) employers report having day shifts.

### Fringe Benefits, Who Pays\*

#### Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	38%	56%	0%
Dental Insurance:	25%	44%	25%
Vision Insurance:	6%	25%	63%
Life Insurance:	25%	19%	50%
Paid Sick Leave:	44%	6%	44%
Paid Vacation:	81%	6%	6%
Retirement Plan:	38%	13%	44%
Child Care:	0%	0%	94%
Other employers specified: 401-K Plan, Profit Sharing, Paid Holidays, Cash Bonus Plan			

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Almost all (94%) firms require a high school diploma or equivalent.

**Training:** Many (47%) firms accept 6-24 months training as a substitute for work experience. Some (25%) require vocational training which maybe company on-the-job training or manufacturer's equipment certification.

**Education / Training Providers:** See Appendix A, page 239

**Experience:** Most (69%) firms do not require, but prefer applicants with 6-24 months of previous Lineman Installer work experience. Some (33%) accept 6-12 months experience as an Electrician, Electronics Technician, Computer Repairer, or other telecommunications background.

### Skills rated "very important":

Knowledge of safety equipment and procedures  
 Ability to work independently  
 Oral communication skills  
 Ability to work under pressure  
 Ability to use small hand tools  
 Ability to read and interpret service orders  
 Knowledge of electricians tools and test equipment  
 Willingness to be on call  
 Ability to read blueprints and circuit diagrams  
 Ability to install cable, telephone wiring underground, or on poles  
 Ability to climb, lift, or work in stooped and cramped positions  
 Ability to install terminal boxes and lead-in wires  
 Knowledge of television and cable wiring systems  
 Soldering and splicing skills  
 Math skills



## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		
Few Employers Hire		

Job Market for: **Telephone and Cable T.V. Line Installers**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Little competition in job search**

### Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, In-House Promotion or Transfer.

**Others include:** Job Hotline, Former Military Personnel, Referrals from other companies, Career Center Network.

**Turnover:** Moderate, 16% in the past 12 months.

**Size of 2000 Employment:** Small - Less than 1,701

**Gender Representation:** Local employer response indicates 7% female, 93% male

### Where The Jobs Are:

Cable and Pay Television Services  
Construction  
Electrical Contractors  
Telephone Communications

**Employers' Employment Outlook:** 16 employers provided data to develop this profile.

10 project employment to grow and 6 expect employment to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 230  
Separations to 2004: 110  
\*Total Openings: 340

**New Job Growth Rate:** 30.3%\* Projected growth is much faster than the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Alternate Job Titles:** Cable Technician, Cable Puller, Cable Installer, Service Technician, Maintenance Technician, Telephone Installer, Telephone Technician, Central Office Equipment Installer

**Related DOT Codes:** 821.281-010, 822.381-014

**Promotional Opportunities:** Technician Supervisor, Lead Installer, Installation Service Manager, Project Manager/Coordinator/Supervisor, Senior Technician, Field Supervisor, Installation Supervisor, Cable Programmer

**Unionization/Collective Bargaining:** None reported.

**Data Collection Date:** Summer 1999

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## TOOL AND DIE MAKERS

**OES 891020**

Tool and Die Makers analyze a variety of specifications, lay out metal stock, set up and operate machine tools, and fit and assemble parts to make and repair dies, cutting tools, jigs, fixtures, gauges, and machinist's hand tools. Includes paper die makers and die sinkers, but does not include die setters.

### WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$13.27 - 15.18	\$14.23
New Hires, With Experience:	\$10.50 - 18.45	\$15.00
After Three Years With the Firm:	\$12.50 - 26.37	\$20.00

\*Combined union and non-union wages

**Average Weekly Hours:** All (100%) Tool and Die Makers work full-time, 40 hours per week.

**Shifts:** All (100%) employers report having day shifts..

### Fringe Benefits, Who Pays\*

	Full Time Employees		
	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	75%	25%	0%
Dental Insurance:	75%	19%	6%
Vision Insurance:	69%	19%	13%
Life Insurance:	69%	19%	13%
Paid Sick Leave:	69%	13%	19%
Paid Vacation:	88%	13%	0%
Retirement Plan:	38%	19%	19%
Child Care:	0%	0%	100%
Other employers specified: 401-K Plan			

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Most (75%) firms require a high school diploma or equivalent. A few (19%) require less than a high school education.

**Training:** Some (25%) firms accept vocational or trade school training as a substitute for work experience. Many (50%) require vocational training.

**Education / Training Providers:** See Appendix A, page 240

**Experience:** Almost all (88%) firms require 3-5 years related work experience. Few (14%) accept other occupational experience. Few employers report hiring inexperienced applicants.

### Skills rated "very important":

Ability to read, interpret blueprints, or sketches  
 Ability to pay attention to detail  
 Ability to operate lathes, milling machines, shapers, and grinders  
 Knowledge of machining and layout techniques  
 Knowledge of shop mathematics  
 Ability to stand continuously for two or more hours  
 Ability to work on a team  
 Ability to work independently  
 Ability to work under pressure and meet deadlines  
 Knowledge of tool and die design and construction  
 Good hand-eye coordination  
 Ability to use machinists hand tools and power tools  
 Ability to use precision measuring instruments  
 Knowledge of safe working practices and safety gear  
 Familiarity with computer numerically controlled machining (CNC)  
 Ability to use numerically controlled machine tools (NC)  
 Metalworking, fabrication, and repair skills

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		
Not Difficult		X
Few Employers Hire		

Job Market for: **Tool and Die Makers**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Very competitive job search**

### Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Internet.

**Turnover:** Very low, 3% in the past 12 months.

**Size of 2000 Employment:** Small - Less than 1,701

**Gender Representation:** Local employer response indicates 3% female, 97% male

### Where The Jobs Are:

Aircraft Parts and Equipment  
Computer Equipment  
Electronic Instruments  
Engine and Turbine Manufacturing  
Machine Tools and Metal Forming  
Plastic Products  
Sporting and Athletic Goods  
Tool and Die Manufacturing

**Employers' Employment Outlook:** 16 employers provided data to develop this profile.

3 project employment to grow and 13 expect employment to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 60  
Separations to 2004: 90  
\*Total Openings: 150

**New Job Growth Rate:** 7.2%\* Projected growth is slower than the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Alternate Job Titles:** Tool Maker, Tool Cutter Grinder, Tool and Die Maker Specialist, CNC Machine Operator

**Related DOT Codes:** 601.260-010

**Promotional Opportunities:** Lead Tool and Die Maker, Team Leader, Tool Room Supervisor, Journeyman, Senior Tool and Die Maker, Mechanical Engineer (with additional education)

**Unionization/Collective Bargaining:** Yes. 19% of employers and 46% of employees were unionized.

**Data Collection Date:** Summer 1999

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## TRAFFIC, SHIPPING, AND RECEIVING CLERKS

**OES 580280**

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Does not include Stock Clerks, and workers whose primary duties involve weighing and checking.

### WAGES AND BENEFITS

#### Hourly Wages

	Range*	Median*
New Hires, No Experience:	\$6.50 - 7.75	\$7.00
New Hires, With Experience:	\$6.75 - 11.88	\$8.25
After Three Years With the Firm:	\$8.00 - 15.00	\$10.00

\*Combined union and non-union wages

**Average Weekly Hours:** Many Traffic, Shipping, and Receiving Clerks either work on a temporary or on-call basis (58%), 40 hours per week or full-time (42%), 44 hours per week.

**Shifts:** All (100%) employers report having day shifts.

#### Fringe Benefits, Who Pays\*

##### Full Time Employees

	<u>E'eer Pays All</u>	<u>Shared Cost</u>	<u>E'ee Pays All</u>
Medical Insurance:	21%	64%	14%
Dental Insurance:	29%	57%	14%
Vision Insurance:	21%	43%	14%
Life Insurance:	36%	43%	14%
Paid Sick Leave:	71%	0%	0%
Paid Vacation:	100%	0%	0%
Retirement Plan:	64%	14%	14%
Child Care:	0%	0%	7%
Other employers specified: 401-K Plan, Profit Sharing			

\*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Almost all (93%) firms require a high school diploma or equivalent. A few (7%) require less than a high school diploma.

**Training:** Some (31%) firms accept six months to one year of training as a substitute for work experience. A few (13%) require three months vocational or on-the-job training. Applicants with word processing and spreadsheet software skills are preferred. Employers reported using the following computer software: Avanti, Datatrack, Job Scope, Made to Manage, and Prod Star.

**Education / Training Providers:** No formal education or training programs for this occupation.

**Experience:** Many (47%) firms require six months to two years work experience as a Traffic, Shipping, and Receiving Clerk. Most (73%) accept 1-2 years of warehouse or manufacturing experience.

#### Skills rated "very important":

Ability to read and follow instructions  
 Knowledge of packing slips and invoicing  
 Ability to work independently  
 Ability to operate a forklift  
 Ability to use hand trucks and pallet jacks  
 Ability to write legibly  
 Ability operate a computer  
 Basic math skills  
 Ability to lift at least 60 pounds  
 Oral communication skills  
 Possession of a valid drivers license  
 Record keeping skills  
 Ability to stand for long periods of time

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X
Few Employers Hire		

Job Market for: **Traffic, Shipping, and Receiving Clerks**  
Experienced Applicants: **Little competition in job search**  
Inexperienced Applicants: **Very competitive job search**

**Recruitment Methods, Three Most Frequently Used:**  
Newspaper Advertisements, Employee Referrals, Private Employment Agencies

**Turnover:** Moderate, 14% in the past 12 months.

**Size of 2000 Employment:** Very large - 7,372 and above

**Gender Representation:** Local employer response indicates  
15% female, 85% male

### Where The Jobs Are:

Colleges and Universities  
Construction Supply  
Department Stores  
Freight Storage and Forwarding Services  
Grocery Stores  
Manufacturing  
Temporary Employment Agencies  
Wholesale and Retail Trade

**Employers' Employment Outlook:** 15 employers responded providing data representing 95 employees for this occupation.

9 employers project employment to grow and 6 expect it to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 950  
Separations to 2004: 870  
\*Total Openings: 1,820

**New Job Growth Rate:** 12.0%\* Projected growth is slower than the county-wide average of 17.7%\*.  
\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Shipping Supervisor, Parts Salesperson, Warehouse Foreman/Manager, Operations Manager, Inventory Control Clerk, Traffic Coordinator, Materials Planner, Purchasing Agent

**Unionization/Collective Bargaining:** Yes. 7% of employers and 1% of employees were unionized.

**Alternate Job Titles:** Shipping Coordinator

**Related Codes:** DOT - 222.387-050, 222.687-022, 222.687-030  
O\*NET - 43-5071.00

**Data Collection Date:** Summer 2000

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER

OES 971020

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$8.00 - 15.00	\$11.19
Union:	\$10.00 - 18.75	\$11.50
New Hires, With Experience:	\$9.25 - 19.00	\$14.00
Union:	\$11.00 - 18.75	\$12.50
After Three Years With the Firm:	\$12.75 - 26.00	\$17.50
Union:	\$12.50 - 18.75	\$16.00

**Average Weekly Hours:** Almost all Heavy Truck Drivers work full-time, 49 hours per week. A few work part-time, 31 hours per week.

### Fringe Benefits, % of employers offering\*

	Full-Time	Part-Time
Medical Insurance:	94%	- -
Dental Insurance:	94%	- -
Vision Insurance:	65%	- -
Life Insurance:	65%	- -
Paid Sick Leave:	59%	6%
Paid Vacation:	94%	6%
Retirement Plan:	71%	- -
Other employers specified: 401-K Plan, Bonus Plan, Profit Sharing		

\*The percentage is based on the number of employers offering fringe benefits and responding to this question.

### EMPLOYER REQUIREMENTS

**Education:** Almost all recent hires have a high school diploma or equivalent. A few have some college (but not necessarily a degree).

**Training:** Many firms never accept training as a substitute for work experience. Employers prefer applicants with either a Class "A" or "B" drivers license. Some employers provide on-the-job safety and hazardous waste training, and look for applicants with data entry software skills.

**Education / Training Providers:** See Appendix A, page 240

**Experience:** Many firms always require related work experience. Applicants with 1-3 years experience as a Heavy Truck Driver, Class "A" Tractor Trailer Driver, Pickup Delivery Driver, or Moving and Storage Driver are preferred.

### Skills rated "very important":

Possession of a valid Class "A" drivers license  
 Possession of a good DMV driving record  
 Customer service skills  
 Ability to work independently  
 Ability to read and follow instructions  
 Ability to load and unload freight  
 Oral communication skills  
 Ability to read invoices and keep accurate records  
 Map reading skills  
 Good physical condition  
 Ability to lift at least 50 lbs. repeatedly  
 Basic math skills  
 Bondable  
 Ability to write legibly  
 Ability to operate a forklift or pallet jack  
 Ability to sit for long periods of time  
 Knowledge of satellite tracking systems

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Truck Drivers - Heavy or Tractor Trailer**

Experienced Applicants: **Somewhat competitive**

Inexperienced Applicants: **Somewhat competitive**

### Recruitment Methods Most Frequently Used:

Employee Referrals, Newspaper Advertisements, In-House Promotion or Transfer.

**Turnover:** Moderately low, 8% in the past 12 months.

**Size of 2000 Employment:** Large - Between 3,402 - 7,371

**Gender Representation:** Local employer response indicates 100% male

### Where The Jobs Are:

Beverage, Food, and Grocery Delivery  
Concrete, and Construction Transport  
Home Building and Construction Supply  
Trucking and Courier Service  
Waste Disposal Services

**Employers' Employment Outlook:** 17 employers provided data to develop this profile.

14 project employment to grow and 3 expect employment to remain stable over the next three years.

**OES Growth Projections:** New jobs through 2004: 980  
Separations to 2004: 470  
\*Total Openings: 1,450

**New Job Growth Rate:** 21.9%\* Projected growth is faster than the county-wide average of 17.7%\*.

\*7 year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Lead Driver, Dock Supervisor, Warehouse Manager, Transportation Foreman/Supervisor, Dispatcher

**Unionization/Collective Bargaining:** Yes. 35% of employers and 33% of employees were unionized.

**Alternate Job Titles:** Delivery Specialist, Tractor Trailer Driver, Tank Truck Driver, Mixer Driver, Container Truck Driver

**Related DOT Codes:** 903.683-018, 904.383-010, 905.663-014, 905.683-018

**Data Collection Date:** Summer 1998

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## TRUCK DRIVERS, LIGHT - INCLUDE DELIVERY AND ROUTE WORKERS

**OES 971050**

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. This category does not include workers whose duties include sales.

### WAGES AND BENEFITS

#### Hourly Wages

	Range*	Median*
New Hires, No Experience:	\$5.75 - 10.50	\$7.68
New Hires, With Experience:	\$5.75 - 12.00	\$8.08
After Three Years With the Firm:	\$6.50 - 18.00	\$10.00

\*Combined union and non-union wages

**Average Weekly Hours:** Almost all Light Truck Drivers work full-time, 41 hours per week. A few work part-time, 24 hours per week.

#### Fringe Benefits, % of employers offering\*

	<u>Full-Time</u>	<u>Part-Time</u>
Medical Insurance:	88%	13%
Dental Insurance:	71%	13%
Vision Insurance:	65%	13%
Life Insurance:	47%	13%
Paid Sick Leave:	65%	13%
Paid Vacation:	88%	13%
Retirement Plan:	47%	6%

\*The percentage is based on the number of employers offering fringe benefits and responding to this question.

### EMPLOYER REQUIREMENTS

**Education:** Most recent hires have a high school diploma or equivalent. Some have taken college courses (but not necessarily obtained a degree) and a few have an associate degree.

**Training:** Some firms never accept training as a substitute for work experience. Many employers will train drivers in safe operating procedures and prefer applicants with database software skills.

**Education / Training Providers:** No formal education or training programs for this occupation.

**Experience:** Some firms sometimes require related work experience. Employers prefer applicants with 3-12 months experience as Route or Delivery Driver, or Commercial Truck Driver.

#### Skills rated "very important":

Possession of a good DMV driving record  
 Customer service skills  
 Ability to work independently  
 Ability to load and unload freight  
 Map reading skills  
 Ability to write legibly  
 Ability to read and follow instructions  
 Oral communication skills  
 Knowledge of local streets  
 Record keeping skills  
 Ability to read invoices  
 Ability to lift at least 50 lbs. repeatedly  
 Good physical condition  
 Basic math skills



## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		X
A Little Difficult	X	
Not Difficult		

Job Market for: **Light Truck Drivers**

Experienced Applicants: **Competitive**

Inexperienced Applicants: **Somewhat competitive**

### Recruitment Methods Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Unsolicited Applicants.

**Turnover:** Moderate, 11% in the past 12 months.

**Size of 2000 Employment:** Very large - 7,372 and above

**Gender Representation:** Local employer response indicates 14% female, 86% male

### Where The Jobs Are:

Local Courier Services  
Car and Automotive Supply  
Local Trucking and Delivery  
Overnight Delivery Services  
Restaurant Delivery Services

**Employers' Employment Outlook:** 18 employers provided data to develop this profile.

12 project employment to grow, 5 expect employment to remain stable and 1 expects employment to decline over the next three years.

**OES Growth Projections:** New jobs through 2004: 2,810  
Separations to 2004: 1,270  
\*Total Openings: 4,080

**New Job Growth Rate:** 23.4%\* Projected growth is faster than the county-wide average of 17.7%\*.

\*7 year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Lead Driver, Warehouse Supervisor/Manager, Driver Trainer, Sales Representative

**Unionization/Collective Bargaining:** Yes. 6% of employers and 10% of employees were unionized.

**Alternate Job Titles:** Delivery Driver, Route Driver

**Related DOT Codes:** 906.683-010, 906.683-022

**Data Collection Date:** Summer 1998

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## VOCATIONAL AND EDUCATIONAL COUNSELORS

**OES 315140**

Vocational and Educational Counselors counsel individuals and provide group educational and vocational guidance services.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$9.00 - 15.00	\$11.99
Union:	\$12.47 - 16.00	\$14.59
New Hires, With Experience:	\$12.00 - 20.00	\$13.90
Union:	\$13.43 - 22.00	\$15.41
After Three Years With the Firm:	\$13.50 - 21.00	\$17.43
Union:	\$14.38 - 27.00	\$18.29

**Average Weekly Hours:** Almost all Vocational and Educational Counselors work full-time, 40 hours per week. A few work part-time, 21 hours per week.

### Fringe Benefits, % of employers offering\*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	86%
Vision Insurance:	71%
Life Insurance:	64%
Paid Sick Leave:	86%
Paid Vacation:	71%
Retirement Plan:	64%

\*The percentage is based on the number of employers offering fringe benefits and responding to this question.

### EMPLOYER REQUIREMENTS

**Education:** All recent hires have a bachelor degree. Many have completed additional studies and have a graduate degree.

**Training:** Many firms sometimes accept training as a substitute for work experience. Employers prefer applicants with 1-2 years training as an intern, counselor, or job developer, and have word processing, spreadsheet, database, and Internet software skills.

**Education / Training Providers:** See Appendix A, page 240

**Experience:** Many firms usually require related work experience. Employers prefer applicants that possess a counseling certificate. School counselors require a Pupil Personnel Services Credential. Rehabilitation Counselors may have to be certified by the Commission on Rehabilitation.

### Skills rated "very important":

Oral communication and verbal presentation skills  
 Interpersonal skills and customer service skills  
 Customer service skills  
 Ability to assess training needs of clients  
 Ability to interview others for information  
 Knowledge of local providers of job training  
 Knowledge of various cultural backgrounds  
 Knowledge of local labor market trends  
 Knowledge of job search assistance and development techniques  
 Ability to teach and assist in resume writing  
 Knowledge of job search skills  
 Report writing skills  
 Ability to use a computer  
 Management and organizational skills  
 Career testing  
 Internet research skills

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
A Little Difficult		X
Not Difficult		

Job Market for: **Vocational and Educational Counselors**

Experienced Applicants: **Somewhat competitive**

Inexperienced Applicants: **Competitive**

### Recruitment Methods Most Frequently Used:

Newspaper Advertisements, In-House Promotion or Transfer, Employee Referrals.

**Turnover:** Moderately high, 27% in the past 12 months.

**Size of 2000 Employment:** Small - Less than 1,701

**Gender Representation:** Local employer response indicates 73% female, 27% male

### Where The Jobs Are:

Colleges and Universities  
Elementary and Secondary Schools  
Government  
Job Training and Related Services

**Employers' Employment Outlook:** 16 employers provided data to develop this profile.

3 expect employment to grow and 13 project employment to remain stable over the next three years.

**OES Growth Projections:** New jobs through 2004: 240  
Separations to 2004: 240  
\*Total Openings: 480

**New Job Growth Rate:** 16.4%\* Projected growth is about the same as the county-wide average of 17.7%\*.

\*7 year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Program Coordinator, management positions

**Unionization/Collective Bargaining:** Yes. 25% of employers and 23% of employees were unionized.

**Alternate Job Titles:** Employment Specialist, Job Developer, Career/Rehabilitation Counselor

**Related DOT Codes:** 045.107-010, 045.107-042, 166.267-034

**Data Collection Date:** Summer 1998

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## WRITERS AND EDITORS

OES 340020

Writers and Editors originate and prepare written material such as scripts, stories, news items, advertisements, and other material. They coordinate, edit, and analyze prepared written material. This includes Managing Editors. Does not include Publicity Writers, Public Relations Specialists, and Technical Writers.

### WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$7.50 - 12.11	\$10.55
New Hires, With Experience:	\$8.00 - 23.97	\$12.50
After Three Years With the Firm:	\$8.50 - 28.77	\$15.14

**Average Weekly Hours:** Almost all (93%) Writers and Editors work full-time, 38 hours per week. A few (4%) work on a temporary or on-call basis, 21 hours per week, or part-time (3%), 26 hours per week.

**Shifts:** Almost all (94%) employers report having day shifts. A few (12%) have swing or graveyard shifts.

### Fringe Benefits, Who Pays\*

#### Full Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	41%	35%	0%
Dental Insurance:	29%	24%	18%
Vision Insurance:	24%	0%	41%
Life Insurance:	24%	0%	53%
Paid Sick Leave:	71%	0%	6%
Paid Vacation:	76%	0%	0%
Retirement Plan:	29%	12%	24%
Child Care:	0%	0%	76%

Other employers specified: 401-K Plan, Tuition Reimbursement

\*The percentage is based on the number of employers responding to this question.

Not all types of responses are shown, therefore, not all totals will equal 100%.

### EMPLOYER REQUIREMENTS

**Education:** Many firms either require a high school diploma or equivalent (47%) or a bachelor degree (41%). A few (6%) require an associate degree or graduate degree.

**Training:** Few (19%) firms accept six months of training as a substitute for work experience. Few (12%) require one year of vocational training and may provide internships or on-the-job training. Applicants with word processing and desk top publishing software skills are preferred. Employers reported using the following computer software: Adobe Pagemaker, Microsoft Word, Quark Express, Word Perfect, and Ventura.

**Education / Training Providers:** See Appendix A, page 241

**Experience:** Many (47%) firms require 1-5 years work experience as a Writer and Editor. Many (57%) accept 1-2 years of experience in advertising, business relations, communications, journalism, photography, political science, public relations, or teaching.

### Skills rated "very important":

Good English and grammar skills  
 Research and investigative skills  
 Ability to work under pressure and meet production deadlines  
 Ability to write legibly  
 Ability to verify facts and clarify information  
 Ability to read and evaluate written material  
 Ability to read and follow instructions  
 Ability to work independently  
 Proofreading skills  
 Ability to interview others for information  
 Ability to write editorials and other reviews  
 Oral communication skills

## EMPLOYMENT TRENDS

### Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Writers and Editors**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

### Recruitment Methods, Three Most Frequently Used:

Trade Journals, Newspaper Advertisements, Employee Referrals

**Others include:** Internet

**Turnover:** Moderately low, 10% in the past 12 months.

**Size of 2000 Employment:** Small - less than 1,701

**Gender Representation:** Local employer response indicates 44% female, 56% male

### Where The Jobs Are:

Advertising Agencies

Book and Periodical Publishers

Newspapers

Public Relations Firms

Radio, Television, and Cable Television Stations

**Employers' Employment Outlook:** 17 employers responded providing data representing 498 employees for this occupation.

5 employers project employment to grow and 12 expect it to remain stable over the next two years.

**OES Growth Projections:** New jobs through 2004: 240  
Separations to 2004: 170  
\*Total Openings: 410

**New Job Growth Rate:** 24.7%\* Projected growth is faster than the county-wide average of 17.7%\*.

\*7 Year period 1997 through 2004.

## OTHER INFORMATION

**Promotional Opportunities:** Editorial Manager, Assistant Producer, Managing Editor, Editor-in-Chief, Senior Editor, Publisher, Advertising Director, Assistant Editor

**Unionization/Collective Bargaining:** None reported

**Alternate Job Titles:** None reported

**Related Codes:** DOT - 131.067-010, 131.067-014, 131.067-022, 132.017-010, 132.017-014, 132.037-014, 132.037-022, 132.067-014, 132.067-026, **O\*NET** - 27-3043.00

**Data Collection Date:** Summer 2000

### Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

## **APPENDIX A**

### **EDUCATION AND TRAINING PROVIDERS RELATED TO PROFILED OCCUPATIONS**

## ACTIVITY DIRECTORS

### Health and Physical Education, General

<b>SAN DIEGO CITY COLLEGE</b>	1313 12th Avenue San Diego, CA 92101 <a href="http://www.city.sdccd.cc.ca.us/">http://www.city.sdccd.cc.ca.us/</a>	(619) 230-2400
<b>SAN DIEGO COMMUNITY COLLEGE CENTRE CITY CONTINUING EDUCATION (ADULT EDUCATION) CENTER</b>	1400 Park Boulevard San Diego, CA 92101 <a href="http://www.sdccd.cc.ca.us">http://www.sdccd.cc.ca.us</a>	(619) 230-2370
<b>SAN DIEGO COMMUNITY COLLEGE, EDUCATIONAL CULTURAL COMPLEX (ECC), CONTINUING EDUCATION CENTER</b>	4343 Ocean View Boulevard San Diego, CA 92113 <a href="http://www.sdccd.cc.ca.us">http://www.sdccd.cc.ca.us</a>	(619) 527-5258
<b>SAN DIEGO MESA COLLEGE</b>	7250 Mesa College Drive San Diego, CA 92111 <a href="http://www.sdmesa.cc.ca.us">http://www.sdmesa.cc.ca.us</a>	(619) 627-2600
<b>SAN DIEGO MIRAMAR COLLEGE</b>	10440 Black Mountain Road San Diego, CA 92126 <a href="http://www.miramar.sdccd.cc.ca.us">http://www.miramar.sdccd.cc.ca.us</a>	(858) 627-2545
<b>SAN DIEGUITO ADULT EDUCATION</b>	800 Santa Fe Drive Encinitas, CA 92024 Not Applicable	(760) 753-7073
<b>SOUTHWESTERN COLLEGE</b>	900 Otay Lakes Road Chula Vista, CA 91910 <a href="http://www.swc.cc.ca.us">http://www.swc.cc.ca.us</a>	(619) 421-6700

### Parks, Recreation and Leisure Facilities Management

<b>PALOMAR COLLEGE</b>	1140 West Mission Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>SAN DIEGO STATE UNIVERSITY</b>	5300 Campanile Drive San Diego, CA 92182 <a href="http://www.sdsu.edu/">http://www.sdsu.edu/</a>	(619) 594-5200

## ASSEMBLERS - ELECTRICAL AND ELECTRONIC - PRECISION

### Communication Systems Installer and Repairer

<b>ASSOCIATED TECHNICAL COLLEGE</b>	1475 Sixth Avenue San Diego, CA 92101 <a href="http://www.associatedtechcollege.com">http://www.associatedtechcollege.com</a>	(619) 234-2181
<b>ASSOCIATED TECHNICAL COLLEGE</b>	1593 East Vista Way Vista, CA 92084 <a href="http://www.associatedtechcollege.com">http://www.associatedtechcollege.com</a>	(760) 643-0505
<b>PALOMAR COLLEGE</b>	1140 West Mission Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150

## ASSEMBLERS AND FABRICATORS, EXCEPT MACHINE, ELECTRICAL, ELECTRONIC, AND PRECISION

### Welder/Welding Technologist

<i>CENTER FOR EMPLOYMENT AND TRAINING</i>	1151 East Washington Avenue, Suite A-1 Escondido, CA 92025 Not Applicable	(760) 747-9115
<i>MONTGOMERY ADULT SCHOOL</i>	3240 Palm Avenue San Diego, CA 92154 Not Applicable	(619) 628-3017
<i>NATIONAL CITY ADULT SCHOOL</i>	517 West 24th Street National City, CA 91950 Not Applicable	(619) 336-7037
<i>PALOMAR COLLEGE</i>	1140 West Mission Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<i>SAN DIEGO COMMUNITY COLLEGE CENTRE CITY CONTINUING EDUCATION (ADULT EDUCATION) CENTER</i>	1400 Park Boulevard San Diego, CA 92101 <a href="http://www.sdccd.cc.ca.us">http://www.sdccd.cc.ca.us</a>	(619) 230-2370
<i>SAN DIEGO COMMUNITY COLLEGE, EDUCATIONAL CULTURAL COMPLEX (ECC), CONTINUING EDUCATION CENTER</i>	4343 Ocean View Boulevard San Diego, CA 92113 <a href="http://www.sdccd.cc.ca.us">http://www.sdccd.cc.ca.us</a>	(619) 527-5258
<i>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER</i>	924 East Main Street El Cajon, CA 92021 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 590-3965
<i>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS</i>	6735 Gifford Way San Diego, CA 92111 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(858) 627-7208
<i>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER</i>	3750 Mary Lane Escondido, CA 92025 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(760) 739-7309
<i>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER</i>	1355 Second Avenue Chula Vista, CA 91911 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 691-5611
<i>SAN DIEGO URBAN LEAGUE DATA PROCESSING TRAINING CENTER</i>	720 Gateway Center Way San Diego, CA 92102 <a href="http://www.sdul.org">http://www.sdul.org</a>	(619) 263-8196

## AUTOMOTIVE BODY AND RELATED REPAIRERS

### Auto/Automotive Body Repairer

<i>CHULA VISTA ADULT SCHOOL</i>	1034 Fourth Avenue Chula Vista, CA 91911 Not Applicable	(619) 691-5760
<i>MIRA COSTA COLLEGE</i>	One Barnard Drive Oceanside, CA 92056 <a href="http://www.miracosta.cc.ca.us/">http://www.miracosta.cc.ca.us/</a>	(760) 757-2121
<i>PALOMAR COLLEGE</i>	1140 West Mission Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150



<b>SAN DIEGO COMMUNITY COLLEGE CENTRE CITY CONTINUING EDUCATION (ADULT EDUCATION) CENTER</b>	1400 Park Boulevard San Diego, CA 92101 <a href="http://www.sdccd.cc.ca.us">http://www.sdccd.cc.ca.us</a>	(619) 230-2370
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER</b>	924 East Main Street El Cajon, CA 92021 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 590-3965
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS</b>	6735 Gifford Way San Diego, CA 92111 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(858) 627-7208
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER</b>	3750 Mary Lane Escondido, CA 92025 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(760) 739-7309
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER</b>	1355 Second Avenue Chula Vista, CA 91911 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 691-5611

## AUTOMOTIVE MECHANICS

### Auto/Automotive Mechanic/Technician

<b>CHULA VISTA ADULT SCHOOL</b>	1034 Fourth Avenue Chula Vista, CA 91911 Not Applicable	(619) 691-5760
<b>CUYAMACA COLLEGE</b>	900 Rancho San Diego Parkway El Cajon, CA 92019 <a href="http://www.cuyamaca.net">http://www.cuyamaca.net</a>	(619) 660-4275
<b>ESCONDIDO ADULT EDUCATION</b>	3750 Mary Lane Escondido, CA 92025 Not Applicable	(760) 739-7300
<b>GROSSMONT ADULT EDUCATION</b>	1100 Murray Drive El Cajon, CA 92020 Not Applicable	(619) 644-8016
<b>MIRA COSTA COLLEGE</b>	One Barnard Drive Oceanside, CA 92056 <a href="http://www.miracosta.cc.ca.us/">http://www.miracosta.cc.ca.us/</a>	(760) 757-2121
<b>MONTGOMERY ADULT SCHOOL</b>	3240 Palm Avenue San Diego, CA 92154 Not Applicable	(619) 628-3017
<b>NATIONAL CITY ADULT SCHOOL</b>	517 West 24th Street National City, CA 91950 Not Applicable	(619) 336-7037
<b>PALOMAR COLLEGE</b>	1140 West Misson Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>SAN DIEGO COMMUNITY COLLEGE CENTRE CITY CONTINUING EDUCATION (ADULT EDUCATION) CENTER</b>	1400 Park Boulevard San Diego, CA 92101 <a href="http://www.sdccd.cc.ca.us">http://www.sdccd.cc.ca.us</a>	(619) 230-2370
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER</b>	924 East Main Street El Cajon, CA 92021 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 590-3965
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS</b>	6735 Gifford Way San Diego, CA 92111 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(858) 627-7208

<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER</b>	1355 Second Avenue Chula Vista, CA 91911 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 691-5611
<b>SNAP-ON TECHNICAL TRAINING SYSTEMS</b>	1620 Grand Avenue, #5 San Marcos, CA 92069 <a href="http://www.sotraining.com">http://www.sotraining.com</a>	(760) 471-9848
<b>SNAP-ON TECHNICAL TRAINING SYSTEMS</b>	5928 Geiger Court Carlsbad, CA 92008 <a href="http://www.sotraining.com">http://www.sotraining.com</a>	(800) 766-4455
<b>SNAP-ON TECHNICAL TRAINING SYSTEMS</b>	835 12th Avenue San Diego, CA 92101 <a href="http://www.sotraining.com">http://www.sotraining.com</a>	(760) 471-9848
<b>SOUTHWESTERN COLLEGE</b>	900 Otay Lakes Road Chula Vista, CA 91910 <a href="http://www.swc.cc.ca.us">http://www.swc.cc.ca.us</a>	(619) 421-6700

### **Automotive Engineering Technology/Technician**

<b>SAN DIEGO MIRAMAR COLLEGE</b>	10440 Black Mountain Road San Diego, CA 92126 <a href="http://www.miramar.sdccd.cc.ca.us">http://www.miramar.sdccd.cc.ca.us</a>	(858) 627-2545
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## **BILL AND ACCOUNT COLLECTORS**

### **Banking and Financial Support Services**

<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS</b>	6735 Gifford Way San Diego, CA 92111 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(858) 627-7208
<b>SAN DIEGO MIRAMAR COLLEGE</b>	10440 Black Mountain Road San Diego, CA 92126 <a href="http://www.miramar.sdccd.cc.ca.us">http://www.miramar.sdccd.cc.ca.us</a>	(858) 627-2545

## **BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS**

### **Accounting Technician**

<b>GROSSMONT ADULT EDUCATION</b>	1100 Murray Drive El Cajon, CA 92020 Not Applicable	(619) 644-8016
<b>MIRA COSTA COLLEGE</b>	One Barnard Drive Oceanside, CA 92056 <a href="http://www.miracosta.cc.ca.us/">http://www.miracosta.cc.ca.us/</a>	(760) 757-2121
<b>NORDSTROM BUSINESS INSTITUTE</b>	6160 Mission Gorge Road San Diego, CA 92120 Not Applicable	(619) 281-4600
<b>NORDSTROM BUSINESS INSTITUTE</b>	500 West Vista Way Vista, CA 92083 Not Applicable	(760) 631-1360
<b>PALOMAR COLLEGE</b>	1140 West Misson Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>SAN DIEGO COMMUNITY COLLEGE CENTRE CITY CONTINUING EDUCATION (ADULT EDUCATION) CENTER</b>	1400 Park Boulevard San Diego, CA 92101 <a href="http://www.sdccd.cc.ca.us">http://www.sdccd.cc.ca.us</a>	(619) 230-2370

<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER</b>	924 East Main Street El Cajon, CA 92021 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 590-3965
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS</b>	6735 Gifford Way San Diego, CA 92111 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(858) 627-7208
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER</b>	3750 Mary Lane Escondido, CA 92025 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(760) 739-7309
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER</b>	1355 Second Avenue Chula Vista, CA 91911 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 691-5611
<b>Accounting, Other</b>		
<b>BECKER CPA REVIEW COURSE OF CALIFORNIA</b>	2655 Camino Del Rio South, #201 San Diego, CA 92108 <a href="http://www.beckercpa.com">http://www.beckercpa.com</a>	(800) 297-8353
<b>SAN DIEGO COMMUNITY COLLEGE CENTRE CITY CONTINUING EDUCATION (ADULT EDUCATION) CENTER</b>	1400 Park Boulevard San Diego, CA 92101 <a href="http://www.sdccd.cc.ca.us">http://www.sdccd.cc.ca.us</a>	(619) 230-2370
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER</b>	3750 Mary Lane Escondido, CA 92025 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(760) 739-7309
<b>SER JOB TRAINING CENTER</b>	3355 Misson Avenue, Suite 123 Oceanside, CA 92054 Not Applicable	(760) 754-6500
<b>SKILL CENTERS OF AMERICA EDUCATIONAL INSTITUTE</b>	319 Rancho Santa Fe Road San Marcos, CA 92069 <a href="http://www.skillcenters.org">http://www.skillcenters.org</a>	(760) 736-2085
<b>BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS</b>		
<b>Diesel Engine Mechanic and Repairer</b>		
<b>PALOMAR COLLEGE</b>	1140 West Misson Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER</b>	924 East Main Street El Cajon, CA 92021 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 590-3965
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS</b>	6735 Gifford Way San Diego, CA 92111 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(858) 627-7208
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER</b>	3750 Mary Lane Escondido, CA 92025 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(760) 739-7309
<b>SAN DIEGO MIRAMAR COLLEGE</b>	10440 Black Mountain Road San Diego, CA 92126 <a href="http://www.miramar.sdccd.cc.ca.us">http://www.miramar.sdccd.cc.ca.us</a>	(858) 627-2545

### CHEMICAL EQUIPMENT CONTROLLERS AND OPERATORS (Bio-Process)

#### Biological Technology/Technician

**MIRA COSTA COLLEGE**

One Barnard Drive Oceanside, CA 92056  
<http://www.miracosta.cc.ca.us/>

(760) 757-2121

### CHEMICAL EQUIPMENT CONTROLLERS AND OPERATORS (Biotechnology )

#### Biological Technology/Technician

**MIRA COSTA COLLEGE**

One Barnard Drive Oceanside, CA 92056  
<http://www.miracosta.cc.ca.us/>

(760) 757-2121

### CIVIL ENGINEERS

#### Civil Engineering, General

**SAN DIEGO STATE UNIVERSITY**

5300 Campanile Drive San Diego, CA 92182  
<http://www.sdsu.edu/>

(619) 594-5200

#### Structural Engineering

**UNIVERSITY OF CALIFORNIA, SAN DIEGO**

9500 Gilman Drive La Jolla, CA 92093  
<http://www.ucsd.edu>

(858) 534-2230

### COMPUTER ENGINEERS

#### Computer Engineering

**COLEMAN COLLEGE**

7380 Parkway Drive La Mesa, CA 91942  
<http://www.coleman.edu>

(619) 465-3990

**COLEMAN COLLEGE**

1284 West San Marcos Boulevard, Suite 110 San Marcos, CA 92069  
<http://www.coleman.edu>

(760) 747-3990

**DEFENSE CONVERSION CENTER - SAN DIEGO STATE UNIVERSITY**

5178 College Avenue San Diego, CA 92182  
<http://www.foundation.sdsu.edu/defcon/index.html>

(619) 594-4922

**SAN DIEGO STATE UNIVERSITY**

5300 Campanile Drive San Diego, CA 92182  
<http://www.sdsu.edu/>

(619) 594-5200

**UNIVERSITY OF CALIFORNIA, SAN DIEGO**

9500 Gilman Drive La Jolla, CA 92093  
<http://www.ucsd.edu>

(858) 534-2230

**UNIVERSITY OF SAN DIEGO**

5998 Alcalá Park San Diego, CA 92110  
<http://www.acusd.edu>

(619) 260-4600

**VORTEX DATA SYSTEMS INC**

7480 Misson Valley Road, Suite 100 San Diego, CA 92108  
<http://www.vortexdata.com>

(619) 497-6400

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**Information Sciences and Systems**

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**ALLIANT INTERNATIONAL UNIVERSITY**

10455 Pomerado Road San Diego, CA 92131  
<http://www.usiu.edu>

(858) 635-4772

**KELLER CENTER GRADUATE SCHOOL OF MANAGEMENT**

2655 Camino Del Rio North, Suite 201 San Diego, CA 92108  
<http://www.keller.edu>

(619) 683-2446

**NATIONAL UNIVERSITY - KEARNY MESA**

3580 Aero Court San Diego, CA 92123  
<http://www.nu.edu/index.html>

(858) 642-2000

**NATIONAL UNIVERSITY - LA MESA**

7787 Alvarado Road La Mesa, CA 91941  
<http://www.nu.edu/index.html>

(858) 642-2000

**NATIONAL UNIVERSITY - MISSION VALLEY**

4141 Camino Del Rio South San Diego, CA 92108  
<http://www.nu.edu/index.html>

(858) 642-2000

**NATIONAL UNIVERSITY - VISTA**

2022 University Drive Vista, CA 92083  
<http://www.nu.edu/index.html>

(858) 642-2000

**PALOMAR COLLEGE**

1140 West Misson Road San Marcos, CA 92069  
<http://www.palomar.edu/>

(760) 744-1150

**SAN DIEGO STATE UNIVERSITY**

5300 Campanile Drive San Diego, CA 92182  
<http://www.sdsu.edu/>

(619) 594-5200

**SOUTHWESTERN COLLEGE**

900 Otay Lakes Road Chula Vista, CA 91910  
<http://www.swc.cc.ca.us>

(619) 421-6700

**UNIVERSITY OF PHOENIX**

3890 Murphy Canyon Road San Diego, CA 92123  
<http://www.phoenix.edu>

(800) 473-4346

**UNIVERSITY OF REDLANDS**

9040 Friars Road, Suite 310 San Diego, CA 92108  
<http://www.redlands.edu>

(619) 284-9292

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**COMPUTER NETWORK ADMINISTRATOR / MANAGERS**

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**Computer and Information Sciences, General**

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**CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES**

333 South Twin Oaks Valley Road San Marcos, CA 92096  
<http://www.csusm.edu/es>

(760) 750-4020

**CHAPMAN UNIVERSITY ACADEMIC CENTER**

7460 Mission Valley Road San Diego, CA 92108  
<http://www.chapman.edu>

(619) 296-8660

<b>COLEMAN COLLEGE</b>	1284 West San Marcos Boulevard, Suite 110 San Marcos, CA 92069 <a href="http://www.coleman.edu">http://www.coleman.edu</a>	(760) 747-3990
<b>COLEMAN COLLEGE</b>	7380 Parkway Drive La Mesa, CA 91942 <a href="http://www.coleman.edu">http://www.coleman.edu</a>	(619) 465-3990
<b>COMP USA TRAINING SUPERCENTER - LA MESA</b>	8401 Fletcher Parkway La Mesa, CA 91942 <a href="http://www.inof.compusa.com/training">http://www.inof.compusa.com/training</a>	(858) 573-1050
<b>COPERNICUS COMPUTER SERVICES</b>	5950 La Place Court, Suite 105 Carlsbad, CA 92008 <a href="http://www.trainsmart.com">http://www.trainsmart.com</a>	(760) 930-0400
<b>COPERNICUS COMPUTER SERVICES</b>	7676 Hazard Center Drive, Suite 1360 San Diego, CA 92108 <a href="http://www.trainsmart.com">http://www.trainsmart.com</a>	(619) 291-3200
<b>EDUCATION AMERICA UNIVERSITY</b>	123 Camino De La Reina North, #100 San Diego, CA 92108 <a href="http://www.commonwealth.edu">http://www.commonwealth.edu</a>	(619) 686-8600
<b>EXECUTRAIN OF SAN DIEGO</b>	10180 Teresis Court, Suite 300 San Diego, CA 92121 <a href="http://www.executrain.com">http://www.executrain.com</a>	(858) 455-1050
<b>FOUNDATION COLLEGE, SAN DIEGO</b>	5353 Misson Center Road, Suite 100 San Diego, CA 92108 <a href="http://www.foundationcollege.org">http://www.foundationcollege.org</a>	(619) 683-3273
<b>ITT TECHNICAL INSTITUTE</b>	9680 Granite Ridge Drive San Diego, CA 92123 <a href="http://www.itt-tech.edu/">http://www.itt-tech.edu/</a>	(858) 571-8500
<b>MARIC COLLEGE</b>	2030 University Drive Vista, CA 92083 <a href="http://www.mariccollege.com">http://www.mariccollege.com</a>	(760) 630-1555
<b>MARIC COLLEGE</b>	3666 Kearny Villa Road, Suite 100 San Diego, CA 92123 <a href="http://www.mariccollege.edu">http://www.mariccollege.edu</a>	(858) 279-4500
<b>NEW HORIZONS COMPUTER LEARNING CENTER</b>	7480 Miramar Road, Buliding B #202 San Diego, CA 92126 <a href="http://www.newhorizons.com/">http://www.newhorizons.com/</a>	(858) 880-2200
<b>PALOMAR COLLEGE</b>	1140 West Misson Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>SAN DIEGO CITY COLLEGE</b>	1313 12th Avenue San Diego, CA 92101 <a href="http://www.city.sdccd.cc.ca.us/">http://www.city.sdccd.cc.ca.us/</a>	(619) 230-2400
<b>SAN DIEGO MESA COLLEGE</b>	7250 Mesa College Drive San Diego, CA 92111 <a href="http://www.sdmesa.cc.ca.us">http://www.sdmesa.cc.ca.us</a>	(619) 627-2600
<b>SAN DIEGO MIRAMAR COLLEGE</b>	10440 Black Mountain Road San Diego, CA 92126 <a href="http://www.miramar.sdccd.cc.ca.us">http://www.miramar.sdccd.cc.ca.us</a>	(858) 627-2545
<b>SOUTHWESTERN COLLEGE</b>	900 Otay Lakes Road Chula Vista, CA 91910 <a href="http://www.swc.cc.ca.us">http://www.swc.cc.ca.us</a>	(619) 421-6700
<b>UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM</b>	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 <a href="http://www.extension.ucsd.edu">http://www.extension.ucsd.edu</a>	(858) 534-3400

<b>UNIVERSITY OF SAN DIEGO</b>	5998 Alcalá Park San Diego, CA 92110 <a href="http://www.acusd.edu">http://www.acusd.edu</a>	(619) 260-4600
<b>WEBSTER UNIVERSITY</b>	6480 Weathers Place, Suite 104 San Diego, CA 92121 <a href="http://www.webster.edu/ca">http://www.webster.edu/ca</a>	(858) 458-9310
<b>Computer and Information Sciences, Other</b>		
<b>COMP USA TRAINING SUPERCENTER</b>	2085 Montiel Road San Marcos, CA 92069 <a href="http://info.compusera.com/training/catalog/sprcntr.asp">http://info.compusera.com/training/catalog/sprcntr.asp</a>	(858) 573-1050
<b>COMP USA TRAINING SUPERCENTER</b>	4240 Kearny Mesa Road San Diego, CA 92111 <a href="http://info.compusera.com/comphome/training/catalog/sprcntr.asp">http://info.compusera.com/comphome/training/catalog/sprcntr.asp</a>	(858) 573-1050
<b>COMP USA TRAINING SUPERCENTER</b>	1046 El Camino Real Encinitas, CA 92024 <a href="http://info.compusera.com/comphome/training/catalog/sprcntr.asp">http://info.compusera.com/comphome/training/catalog/sprcntr.asp</a>	(858) 573-1050
<b>Computer Science</b>		
<b>AZUSA PACIFIC UNIVERSITY</b>	2820 Camino Del Rio South, Suite 100 San Diego, CA 92108 <a href="http://www.apu.edu">http://www.apu.edu</a>	(619) 718-9655
<b>CALIFORNIA STATE UNIVERSITY, SAN MARCOS</b>	333 South Twin Oaks Valley Road San Marcos, CA 92096 <a href="http://www.csusm.edu">http://www.csusm.edu</a>	(760) 750-4000
<b>CHAPMAN UNIVERSITY ACADEMIC CENTER</b>	7460 Mission Valley Road San Diego, CA 92108 <a href="http://www.chapman.edu">http://www.chapman.edu</a>	(619) 296-8660
<b>GROSSMONT COLLEGE</b>	8800 Grossmont College Drive El Cajon, CA 92020 <a href="http://www.grossmont.net">http://www.grossmont.net</a>	(619) 644-7000
<b>MIRA COSTA COLLEGE</b>	One Barnard Drive Oceanside, CA 92056 <a href="http://www.miracosta.cc.ca.us/">http://www.miracosta.cc.ca.us/</a>	(760) 757-2121
<b>NATIONAL UNIVERSITY - CHULA VISTA</b>	660 Bay Boulevard Chula Vista, CA 91910 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>NATIONAL UNIVERSITY - LA MESA</b>	7787 Alvarado Road La Mesa, CA 91941 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>NATIONAL UNIVERSITY - MISSION VALLEY</b>	4141 Camino Del Rio South San Diego, CA 92108 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>NATIONAL UNIVERSITY - VISTA</b>	2022 University Drive Vista, CA 92083 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>PALOMAR COLLEGE</b>	1140 West Mission Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>POINT LOMA NAZARENE UNIVERSITY</b>	3900 Lomaland Drive San Diego, CA 92106 <a href="http://www.ptloma.edu">http://www.ptloma.edu</a>	(619) 849-2200

<b>SAN DIEGO STATE UNIVERSITY</b>	5300 Campanile Drive San Diego, CA 92182 <a href="http://www.sdsu.edu/">http://www.sdsu.edu/</a>	(619) 594-5200
<b>SOUTHWESTERN COLLEGE</b>	900 Otay Lakes Road Chula Vista, CA 91910 <a href="http://www.swc.cc.ca.us">http://www.swc.cc.ca.us</a>	(619) 421-6700
<b>Computer Systems Analysis</b>		
<b>FOUNDATION COLLEGE, SAN DIEGO</b>	5353 Misson Center Road, Suite 100 San Diego, CA 92108 <a href="http://www.foundationcollege.org">http://www.foundationcollege.org</a>	(619) 683-3273
<b>COMPUTER PROGRAMMERS</b>		
<b>Business Computer Programming/Programmer</b>		
<b>PRODUCTIVITY POINT INTERNATIONAL</b>	12230 El Camino Real, Suite 200 San Diego, CA 92130 <a href="http://www.propoint.com">http://www.propoint.com</a>	(858) 703-6100
<b>Computer Programming</b>		
<b>ASSOCIATED TECHNICAL COLLEGE</b>	1475 Sixth Avenue San Diego, CA 92101 <a href="http://www.associatedtechcollege.com">http://www.associatedtechcollege.com</a>	(619) 234-2181
<b>ASSOCIATED TECHNICAL COLLEGE</b>	1593 East Vista Way Vista, CA 92084 <a href="http://www.associatedtechcollege.com">http://www.associatedtechcollege.com</a>	(760) 643-0505
<b>COPERNICUS COMPUTER SERVICES</b>	7676 Hazard Center Drive, Suite 1360 San Diego, CA 92108 <a href="http://www.trainsmart.com">http://www.trainsmart.com</a>	(619) 291-3200
<b>COPERNICUS COMPUTER SERVICES</b>	5950 La Place Court, Suite 105 Carlsbad, CA 92008 <a href="http://www.trainsmart.com">http://www.trainsmart.com</a>	(760) 930-0400
<b>DEFENSE CONVERSION CENTER - SAN DIEGO STATE UNIVERSITY</b>	5178 College Avenue San Diego, CA 92182 <a href="http://www.foundation.sdsu.edu/defcon/index.html">http://www.foundation.sdsu.edu/defcon/index.html</a>	(619) 594-4922
<b>EXECUTRAIN OF SAN DIEGO</b>	10180 Teresis Court, Suite 300 San Diego, CA 92121 <a href="http://www.executrain.com">http://www.executrain.com</a>	(858) 455-1050
<b>FIRST SOFTWARE ACADEMY</b>	9574 Lamar Street Spring Valley, CA 91977 <a href="http://www.3t.org">http://www.3t.org</a>	(619) 464-2500
<b>UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM</b>	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 <a href="http://www.extension.ucsd.edu">http://www.extension.ucsd.edu</a>	(858) 534-3400
<b>VORTEX DATA SYSTEMS INC</b>	7480 Misson Valley Road, Suite 100 San Diego, CA 92108 <a href="http://www.vortexdata.com">http://www.vortexdata.com</a>	(619) 497-6400
<b>Management Information Systems and Business Data Processing, General</b>		
<b>POINT LOMA NAZARENE UNIVERSITY</b>	3900 Lomaland Drive San Diego, CA 92106 <a href="http://www.ptloma.edu">http://www.ptloma.edu</a>	(619) 849-2200



<b>UNIVERSITY OF PHOENIX - NORTH COUNTY LEARNING CENTER</b>	2204 El Camino Real, Suite 200 Vista, CA 92083 <a href="http://www.phoenix.edu">http://www.phoenix.edu</a>	(800) 473-4346
<b>UNIVERSITY OF PHOENIX - RANCHO BERNARDO</b>	16486 Bernado Center Drive, Suite 240 San Diego, CA 92123 <a href="http://www.phoenix.edu">http://www.phoenix.edu</a>	(800) 473-4346
<b>UNIVERSITY OF PHOENIX - SOUTH COUNTY LEARNING CENTER</b>	1040 Tierra Del Rey, Suite 100 Chula Vista, CA 91910 <a href="http://www.phoenix.edu">http://www.phoenix.edu</a>	(800) 473-4346

## COMPUTER SUPPORT SPECIALISTS

### Business Systems Networking and Telecommunications

<b>ADVANCED TRAINING ASSOCIATES</b>	1870 Joe Crosson Drive El Cajon, CA 92020 Not Applicable	(619) 596-2766
<b>COLEMAN COLLEGE</b>	1284 West San Marcos Boulevard, Suite 110 San Marcos, CA 92069 <a href="http://www.coleman.edu">http://www.coleman.edu</a>	(760) 747-3990
<b>COLEMAN COLLEGE</b>	7380 Parkway Drive La Mesa, CA 91942 <a href="http://www.coleman.edu">http://www.coleman.edu</a>	(619) 465-3990
<b>CUYAMACA COLLEGE</b>	900 Rancho San Diego Parkway El Cajon, CA 92019 <a href="http://www.cuyamaca.net">http://www.cuyamaca.net</a>	(619) 660-4275
<b>EDUCATION AMERICA UNIVERSITY</b>	123 Camino De La Reina North, #100 San Diego, CA 92108 <a href="http://www.commonwealth.edu">http://www.commonwealth.edu</a>	(619) 686-8600
<b>EXECUTRAIN OF SAN DIEGO</b>	10180 Teresis Court, Suite 300 San Diego, CA 92121 <a href="http://www.executrain.com">http://www.executrain.com</a>	(858) 455-1050
<b>FIRST SOFTWARE ACADEMY</b>	9574 Lamar Street Spring Valley, CA 91977 <a href="http://www.3t.org">http://www.3t.org</a>	(619) 464-2500
<b>GROSSMONT COLLEGE</b>	8800 Grossmont College Drive El Cajon, CA 92020 <a href="http://www.grossmont.net">http://www.grossmont.net</a>	(619) 644-7000
<b>HIT ANY KEY, INC.</b>	11305 Rancho Bernardo Road, Suite 112 San Diego, CA 92127 <a href="http://www.hit-any-key.com">http://www.hit-any-key.com</a>	(858) 673-1537
<b>KELSEY - JENNEY COLLEGE</b>	7310 Miramar Road, Suite 300 San Diego, CA 92126 <a href="http://www.kelsey-jenney.com/">http://www.kelsey-jenney.com/</a>	(858) 549-5070
<b>LAPTOP TRAINING SOLUTIONS</b>	8690 Aero Drive, Suite 101 San Diego, CA 92123 <a href="http://www.laptoptraining.com">http://www.laptoptraining.com</a>	(858) 616-6922
<b>NEW HORIZONS COMPUTER LEARNING CENTER</b>	7480 Miramar Road, Buliding B #202 San Diego, CA 92126 <a href="http://www.newhorizons.com/">http://www.newhorizons.com/</a>	(858) 880-2200
<b>PRODUCTIVITY POINT INTERNATIONAL</b>	12230 El Camino Real, Suite 200 San Diego, CA 92130 <a href="http://www.propoint.com">http://www.propoint.com</a>	(858) 703-6100

<b>SAN DIEGO CITY COLLEGE</b>	1313 12th Avenue San Diego, CA 92101 <a href="http://www.city.sdccd.cc.ca.us/">http://www.city.sdccd.cc.ca.us/</a>	(619) 230-2400
<b>SAN DIEGO MIRAMAR COLLEGE</b>	10440 Black Mountain Road San Diego, CA 92126 <a href="http://www.miramar.sdccd.cc.ca.us">http://www.miramar.sdccd.cc.ca.us</a>	(858) 627-2545
<b>TRAINING DIRECTIONS</b>	6920 Miramar Road, Suite 309 San Diego, CA 92121 <a href="http://www.trainingdirections.com">http://www.trainingdirections.com</a>	(858) 695-2755
<b>UNITED EDUCATION INSTITUTE</b>	1323 Sixth Avenue San Diego, CA 92101 <a href="http://www.ueiglobal.com">http://www.ueiglobal.com</a>	(619) 544-9800
<b>UNITED EDUCATION INSTITUTE</b>	310 Third Avenue, Suite C 6 Chula Vista, CA 91910 <a href="http://www.uei-edu.com">http://www.uei-edu.com</a>	(619) 409-4111
<b>UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM</b>	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 <a href="http://www.extension.ucsd.edu">http://www.extension.ucsd.edu</a>	(858) 534-3400
<b>VALLEY CAREER COLLEGE</b>	878 Jackman Street El Cajon, CA 92020 Not Applicable	(619) 593-5111
<b>VORTEX DATA SYSTEMS INC</b>	7480 Misson Valley Road, Suite 100 San Diego, CA 92108 <a href="http://www.vortexdata.com">http://www.vortexdata.com</a>	(619) 497-6400
<b>Information Sciences and Systems</b>		
<b>ALLIANT INTERNATIONAL UNIVERSITY</b>	10455 Pomerado Road San Diego, CA 92131 <a href="http://www.usiu.edu">http://www.usiu.edu</a>	(858) 635-4772
<b>KELLER CENTER GRADUATE SCHOOL OF MANAGEMENT</b>	2655 Camino Del Rio North, Suite 201 San Diego, CA 92108 <a href="http://www.keller.edu">http://www.keller.edu</a>	(619) 683-2446
<b>NATIONAL UNIVERSITY - KEARNY MESA</b>	3580 Aero Court San Diego, CA 92123 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>NATIONAL UNIVERSITY - LA MESA</b>	7787 Alvarado Road La Mesa, CA 91941 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>NATIONAL UNIVERSITY - MISSION VALLEY</b>	4141 Camino Del Rio South San Diego, CA 92108 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>NATIONAL UNIVERSITY - VISTA</b>	2022 University Drive Vista, CA 92083 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>PALOMAR COLLEGE</b>	1140 West Misson Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>SAN DIEGO STATE UNIVERSITY</b>	5300 Campanile Drive San Diego, CA 92182 <a href="http://www.sdsu.edu/">http://www.sdsu.edu/</a>	(619) 594-5200
<b>SOUTHWESTERN COLLEGE</b>	900 Otay Lakes Road Chula Vista, CA 91910 <a href="http://www.swc.cc.ca.us">http://www.swc.cc.ca.us</a>	(619) 421-6700

<b>UNIVERSITY OF PHOENIX</b>	3890 Murphy Canyon Road San Diego, CA 92123 <a href="http://www.phoenix.edu">http://www.phoenix.edu</a>	(800) 473-4346
<b>UNIVERSITY OF REDLANDS</b>	9040 Friars Road, Suite 310 San Diego, CA 92108 <a href="http://www.redlands.edu">http://www.redlands.edu</a>	(619) 284-9292
<b>Management Information Systems and Business Data Processing, General</b>		
<b>POINT LOMA NAZARENE UNIVERSITY</b>	3900 Lomaland Drive San Diego, CA 92106 <a href="http://www.ptloma.edu">http://www.ptloma.edu</a>	(619) 849-2200
<b>UNIVERSITY OF PHOENIX - NORTH COUNTY LEARNING CENTER</b>	2204 El Camino Real, Suite 200 Vista, CA 92083 <a href="http://www.phoenix.edu">http://www.phoenix.edu</a>	(800) 473-4346
<b>UNIVERSITY OF PHOENIX - RANCHO BERNARDO</b>	16486 Bernado Center Drive, Suite 240 San Diego, CA 92123 <a href="http://www.phoenix.edu">http://www.phoenix.edu</a>	(800) 473-4346
<b>UNIVERSITY OF PHOENIX - SOUTH COUNTY LEARNING CENTER</b>	1040 Tierra Del Rey, Suite 100 Chula Vista, CA 91910 <a href="http://www.phoenix.edu">http://www.phoenix.edu</a>	(800) 473-4346
<b>CONCIERGE</b>		
<b>Hospitality and Recreation Marketing Operations, General</b>		
<b>PALOMAR COLLEGE</b>	1140 West Misson Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>TRAVEL UNIVERSITY INTERNATIONAL</b>	3870 Murphy Canyon Road, Suite 310 San Diego, CA 92123 <a href="http://www.traveluniversity.edu">http://www.traveluniversity.edu</a>	(858) 292-9755
<b>Toursim Promotion Operations</b>		
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER</b>	924 East Main Street El Cajon, CA 92021 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 590-3965
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER</b>	1355 Second Avenue Chula Vista, CA 91911 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 691-5611
<b>CONCRETE AND TERRAZZO FINISHERS</b>		
<b>Construction and Building Finishers and Managers, Other</b>		
<b>ASSOCIATED GENERAL CONTRACTORS OF AMERICA</b>	6212 Ferris Square San Diego, CA 92121 <a href="http://www.agcsd.org">http://www.agcsd.org</a>	(858) 558-0739
<b>SAN DIEGO COUNTY CEMENT MASON TRUST</b>	4807 Robinson Avenue, Suite 205 San Diego, CA 92103 <a href="http://www.agcsd.org">http://www.agcsd.org</a>	(619) 291-6931
<b>SOUTHWESTERN COLLEGE</b>	900 Otay Lakes Road Chula Vista, CA 91910 <a href="http://www.swc.cc.ca.us">http://www.swc.cc.ca.us</a>	(619) 421-6700

## CORRECTION OFFICERS AND JAILERS

### Corrections/Correctional Administration

<b>GROSSMONT COLLEGE</b>	8800 Grossmont College Drive El Cajon, CA 92020 <a href="http://www.grossmont.net">http://www.grossmont.net</a>	(619) 644-7000
<b>PALOMAR COLLEGE</b>	1140 West Mission Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150

### Law Enforcement/Police Science

<b>GROSSMONT COLLEGE</b>	8800 Grossmont College Drive El Cajon, CA 92020 <a href="http://www.grossmont.net">http://www.grossmont.net</a>	(619) 644-7000
<b>PALOMAR COLLEGE</b>	1140 West Mission Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER</b>	924 East Main Street El Cajon, CA 92021 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 590-3965
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS</b>	6735 Gifford Way San Diego, CA 92111 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(858) 627-7208
<b>SAN DIEGO MIRAMAR COLLEGE</b>	10440 Black Mountain Road San Diego, CA 92126 <a href="http://www.miramar.sdccd.cc.ca.us">http://www.miramar.sdccd.cc.ca.us</a>	(858) 627-2545

## DATABASE ADMINISTRATORS

### Computer and Information Sciences, General

<b>CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES</b>	333 South Twin Oaks Valley Road San Marcos, CA 92096 <a href="http://www.csusm.edu/es">http://www.csusm.edu/es</a>	(760) 750-4020
<b>CHAPMAN UNIVERSITY ACADEMIC CENTER</b>	7460 Mission Valley Road San Diego, CA 92108 <a href="http://www.chapman.edu">http://www.chapman.edu</a>	(619) 296-8660
<b>COLEMAN COLLEGE</b>	1284 West San Marcos Boulevard, Suite 110 San Marcos, CA 92069 <a href="http://www.coleman.edu">http://www.coleman.edu</a>	(760) 747-3990
<b>COLEMAN COLLEGE</b>	7380 Parkway Drive La Mesa, CA 91942 <a href="http://www.coleman.edu">http://www.coleman.edu</a>	(619) 465-3990
<b>COMP USA TRAINING SUPERCENTER - LA MESA</b>	8401 Fletcher Parkway La Mesa, CA 91942 <a href="http://www.inof.compusa.com/training">http://www.inof.compusa.com/training</a>	(858) 573-1050
<b>COPERNICUS COMPUTER SERVICES</b>	7676 Hazard Center Drive, Suite 1360 San Diego, CA 92108 <a href="http://www.trainsmart.com">http://www.trainsmart.com</a>	(619) 291-3200
<b>COPERNICUS COMPUTER SERVICES</b>	5950 La Place Court, Suite 105 Carlsbad, CA 92008 <a href="http://www.trainsmart.com">http://www.trainsmart.com</a>	(760) 930-0400

<b>EDUCATION AMERICA UNIVERSITY</b>	123 Camino De La Reina North, #100 San Diego, CA 92108 <a href="http://www.commonwealth.edu">http://www.commonwealth.edu</a>	(619) 686-8600
<b>EXECUTRAIN OF SAN DIEGO</b>	10180 Teresis Court, Suite 300 San Diego, CA 92121 <a href="http://www.executrain.com">http://www.executrain.com</a>	(858) 455-1050
<b>FOUNDATION COLLEGE, SAN DIEGO</b>	5353 Misson Center Road, Suite 100 San Diego, CA 92108 <a href="http://www.foundationcollege.org">http://www.foundationcollege.org</a>	(619) 683-3273
<b>ITT TECHNICAL INSTITUTE</b>	9680 Granite Ridge Drive San Diego, CA 92123 <a href="http://www.itt-tech.edu/">http://www.itt-tech.edu/</a>	(858) 571-8500
<b>MARIC COLLEGE</b>	2030 University Drive Vista, CA 92083 <a href="http://www.mariccollege.com">http://www.mariccollege.com</a>	(760) 630-1555
<b>MARIC COLLEGE</b>	3666 Kearny Villa Road, Suite 100 San Diego, CA 92123 <a href="http://www.mariccollege.edu">http://www.mariccollege.edu</a>	(858) 279-4500
<b>NEW HORIZONS COMPUTER LEARNING CENTER</b>	7480 Miramar Road, Buliding B #202 San Diego, CA 92126 <a href="http://www.newhorizons.com/">http://www.newhorizons.com/</a>	(858) 880-2200
<b>PALOMAR COLLEGE</b>	1140 West Misson Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>SAN DIEGO CITY COLLEGE</b>	1313 12th Avenue San Diego, CA 92101 <a href="http://www.city.sdccd.cc.ca.us/">http://www.city.sdccd.cc.ca.us/</a>	(619) 230-2400
<b>SAN DIEGO MESA COLLEGE</b>	7250 Mesa College Drive San Diego, CA 92111 <a href="http://www.sdmesa.cc.ca.us">http://www.sdmesa.cc.ca.us</a>	(619) 627-2600
<b>SAN DIEGO MIRAMAR COLLEGE</b>	10440 Black Mountain Road San Diego, CA 92126 <a href="http://www.miramar.sdccd.cc.ca.us">http://www.miramar.sdccd.cc.ca.us</a>	(858) 627-2545
<b>SOUTHWESTERN COLLEGE</b>	900 Otay Lakes Road Chula Vista, CA 91910 <a href="http://www.swc.cc.ca.us">http://www.swc.cc.ca.us</a>	(619) 421-6700
<b>UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM</b>	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 <a href="http://www.extension.ucsd.edu">http://www.extension.ucsd.edu</a>	(858) 534-3400
<b>UNIVERSITY OF SAN DIEGO</b>	5998 Alcalá Park San Diego, CA 92110 <a href="http://www.acusd.edu">http://www.acusd.edu</a>	(619) 260-4600
<b>WEBSTER UNIVERSITY</b>	6480 Weathers Place, Suite 104 San Diego, CA 92121 <a href="http://www.webster.edu/ca">http://www.webster.edu/ca</a>	(858) 458-9310
<b>Information Sciences and Systems</b>		
<b>ALLIANT INTERNATIONAL UNIVERSITY</b>	10455 Pomerado Road San Diego, CA 92131 <a href="http://www.usiu.edu">http://www.usiu.edu</a>	(858) 635-4772
<b>KELLER CENTER GRADUATE SCHOOL OF MANAGEMENT</b>	2655 Camino Del Rio North, Suite 201 San Diego, CA 92108 <a href="http://www.keller.edu">http://www.keller.edu</a>	(619) 683-2446

<b>NATIONAL UNIVERSITY - KEARNY MESA</b>	3580 Aero Court San Diego, CA 92123 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>NATIONAL UNIVERSITY - LA MESA</b>	7787 Alvarado Road La Mesa, CA 91941 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>NATIONAL UNIVERSITY - MISSION VALLEY</b>	4141 Camino Del Rio South San Diego, CA 92108 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>NATIONAL UNIVERSITY - VISTA</b>	2022 University Drive Vista, CA 92083 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>PALOMAR COLLEGE</b>	1140 West Misson Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>SAN DIEGO STATE UNIVERSITY</b>	5300 Campanile Drive San Diego, CA 92182 <a href="http://www.sdsu.edu/">http://www.sdsu.edu/</a>	(619) 594-5200
<b>SOUTHWESTERN COLLEGE</b>	900 Otay Lakes Road Chula Vista, CA 91910 <a href="http://www.swc.cc.ca.us">http://www.swc.cc.ca.us</a>	(619) 421-6700
<b>UNIVERSITY OF PHOENIX</b>	3890 Murphy Canyon Road San Diego, CA 92123 <a href="http://www.phoenix.edu">http://www.phoenix.edu</a>	(800) 473-4346
<b>UNIVERSITY OF REDLANDS</b>	9040 Friars Road, Suite 310 San Diego, CA 92108 <a href="http://www.redlands.edu">http://www.redlands.edu</a>	(619) 284-9292

### Management Information Systems and Business Data Processing, General

<b>POINT LOMA NAZARENE UNIVERSITY</b>	3900 Lomaland Drive San Diego, CA 92106 <a href="http://www.ptloma.edu">http://www.ptloma.edu</a>	(619) 849-2200
<b>UNIVERSITY OF PHOENIX - NORTH COUNTY LEARNING CENTER</b>	2204 El Camino Real, Suite 200 Vista, CA 92083 <a href="http://www.phoenix.edu">http://www.phoenix.edu</a>	(800) 473-4346
<b>UNIVERSITY OF PHOENIX - RANCHO BERNARDO</b>	16486 Bernado Center Drive, Suite 240 San Diego, CA 92123 <a href="http://www.phoenix.edu">http://www.phoenix.edu</a>	(800) 473-4346
<b>UNIVERSITY OF PHOENIX - SOUTH COUNTY LEARNING CENTER</b>	1040 Tierra Del Rey, Suite 100 Chula Vista, CA 91910 <a href="http://www.phoenix.edu">http://www.phoenix.edu</a>	(800) 473-4346

## DENTAL ASSISTANTS

### Dental Assistant

<b>CONCORDE CAREER INSTITUTE</b>	123 Camino De La Reina, Suite E - 125 San Diego, CA 92108 <a href="http://www.concordecareercolleges.com">http://www.concordecareercolleges.com</a>	(619) 688-0800
<b>EXCELLE MEDICAL AND DENTAL COLLEGE</b>	3251 Adams Avenue, Suite A San Diego, CA 92116 <a href="http://www.excellecollege.com">http://www.excellecollege.com</a>	(619) 584-6262

<b>GROSSMONT ADULT EDUCATION</b>	1100 Murray Drive El Cajon, CA 92020 Not Applicable	(619) 644-8016
<b>GROSSMONT HEALTH OCCUPATIONS CENTER</b>	9368 Oakbourne Road Santee, CA 92071 Not Applicable	(619) 579-4779
<b>PALOMAR COLLEGE</b>	1140 West Misson Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>PIMA MEDICAL INSTITUTE</b>	780 Bay Boulevard Chula Vista, CA 91910 <a href="http://www.pimamedical.com">http://www.pimamedical.com</a>	(619) 425-3200
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER</b>	924 East Main Street El Cajon, CA 92021 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 590-3965
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS</b>	6735 Gifford Way San Diego, CA 92111 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(858) 627-7208
<b>SAN DIEGO MESA COLLEGE</b>	7250 Mesa College Drive San Diego, CA 92111 <a href="http://www.sdmesa.cc.ca.us">http://www.sdmesa.cc.ca.us</a>	(619) 627-2600
<b>UNITED EDUCATION INSTITUTE</b>	310 Third Avenue, Suite C 6 Chula Vista, CA 91910 <a href="http://www.uei-edu.com">http://www.uei-edu.com</a>	(619) 409-4111

## DIETETIC TECHNICIANS

### Dietetics/Human Nutritional Services

<b>GROSSMONT COLLEGE</b>	8800 Grossmont College Drive El Cajon, CA 92020 <a href="http://www.grossmont.net">http://www.grossmont.net</a>	(619) 644-7000
<b>PALOMAR COLLEGE</b>	1140 West Misson Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150

### Dietician Assistant

<b>GROSSMONT COLLEGE</b>	8800 Grossmont College Drive El Cajon, CA 92020 <a href="http://www.grossmont.net">http://www.grossmont.net</a>	(619) 644-7000
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### Foods and Nutrition Studies, General

<b>SCHOOL OF HEALING ARTS</b>	1001 Garnet Avenue, Suite 200 San Diego, CA 92109 <a href="http://www.schoolofhealingarts.com">http://www.schoolofhealingarts.com</a>	(858) 581-9429
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## DRAFTERS

### Architectural Drafting

<b>MIRA COSTA COLLEGE</b>	One Barnard Drive Oceanside, CA 92056 <a href="http://www.miracosta.cc.ca.us/">http://www.miracosta.cc.ca.us/</a>	(760) 757-2121
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<b>PALOMAR COLLEGE</b>	1140 West Misson Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
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### Drafting, General

<b>CUYAMACA COLLEGE</b>	900 Rancho San Diego Parkway El Cajon, CA 92019 <a href="http://www.cuyamaca.net">http://www.cuyamaca.net</a>	(619) 660-4275
<b>ITT TECHNICAL INSTITUTE</b>	9680 Granite Ridge Drive San Diego, CA 92123 <a href="http://www.itt-tech.edu/">http://www.itt-tech.edu/</a>	(858) 571-8500
<b>MIRA COSTA COLLEGE</b>	One Barnard Drive Oceanside, CA 92056 <a href="http://www.miracosta.cc.ca.us/">http://www.miracosta.cc.ca.us/</a>	(760) 757-2121
<b>PLATT COLLEGE, SAN DIEGO</b>	6250 El Cajon Boulevard San Diego, CA 92115 <a href="http://www.platt.edu">http://www.platt.edu</a>	(619) 265-0107
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER</b>	924 East Main Street El Cajon, CA 92021 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 590-3965
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER</b>	3750 Mary Lane Escondido, CA 92025 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(760) 739-7309
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER</b>	1355 Second Avenue Chula Vista, CA 91911 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 691-5611

### Drafting, Other

<b>PALOMAR COLLEGE</b>	1140 West Misson Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>RANDS SYSTEMS INC OCEAN POINT TECH CENTER</b>	5441 Avenida Encinas, Suite B Carlsbad, CA 92008 <a href="http://www.randssystem.com">http://www.randssystem.com</a>	(760) 431-8355
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS</b>	6735 Gifford Way San Diego, CA 92111 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(858) 627-7208
<b>SOUTHWESTERN COLLEGE</b>	900 Otay Lakes Road Chula Vista, CA 91910 <a href="http://www.swc.cc.ca.us">http://www.swc.cc.ca.us</a>	(619) 421-6700

## EDUCATION ADMINISTRATORS

### Education Administration and Supervision, General

<b>ALLIANT INTERNATIONAL UNIVERSITY</b>	10455 Pomerado Road San Diego, CA 92131 <a href="http://www.usiu.edu">http://www.usiu.edu</a>	(858) 635-4772
<b>NATIONAL UNIVERSITY - BALBOA</b>	4719 Viewridge Avenue San Diego, CA 92123 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>NATIONAL UNIVERSITY - LA MESA</b>	7787 Alvarado Road La Mesa, CA 91941 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000



<b>NATIONAL UNIVERSITY - MISSION VALLEY</b>	4141 Camino Del Rio South San Diego, CA 92108 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>NATIONAL UNIVERSITY - VISTA</b>	2022 University Drive Vista, CA 92083 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>UNIVERSITY OF SAN DIEGO</b>	5998 Alcalá Park San Diego, CA 92110 <a href="http://www.acusd.edu">http://www.acusd.edu</a>	(619) 260-4600
<b>Education, General</b>		
<b>AZUSA PACIFIC UNIVERSITY</b>	2820 Camino Del Rio South, Suite 100 San Diego, CA 92108 <a href="http://www.apu.edu">http://www.apu.edu</a>	(619) 718-9655
<b>CALIFORNIA STATE UNIVERSITY, SAN MARCOS</b>	333 South Twin Oaks Valley Road San Marcos, CA 92096 <a href="http://www.csusm.edu">http://www.csusm.edu</a>	(760) 750-4000
<b>CHRISTIAN HERITAGE COLLEGE</b>	2100 Greenfield Drive El Cajon, CA 92019 <a href="http://www.christianheritage.edu">http://www.christianheritage.edu</a>	(619) 440-3043
<b>NATIONAL UNIVERSITY - CHULA VISTA</b>	660 Bay Boulevard Chula Vista, CA 91910 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>NATIONAL UNIVERSITY - LA MESA</b>	7787 Alvarado Road La Mesa, CA 91941 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>SAN DIEGO MIRAMAR COLLEGE</b>	10440 Black Mountain Road San Diego, CA 92126 <a href="http://www.miramar.sdccd.cc.ca.us">http://www.miramar.sdccd.cc.ca.us</a>	(858) 627-2545
<b>SAN DIEGO STATE UNIVERSITY</b>	5300 Campanile Drive San Diego, CA 92182 <a href="http://www.sdsu.edu/">http://www.sdsu.edu/</a>	(619) 594-5200
<b>UNION INSTITUTE</b>	2878 Camino Del Rio South, Suite 115 San Diego, CA 92108 <a href="http://www.tui.edu/Programs/Undergrad/Centers/SanDiego.html">http://www.tui.edu/Programs/Undergrad/Centers/SanDiego.html</a>	(619) 491-0484
<b>UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM</b>	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 <a href="http://www.extension.ucsd.edu">http://www.extension.ucsd.edu</a>	(858) 534-3400
<b>Educational Supervision</b>		
<b>ALLIANT INTERNATIONAL UNIVERSITY</b>	10455 Pomerado Road San Diego, CA 92131 <a href="http://www.usiu.edu">http://www.usiu.edu</a>	(858) 635-4772
<b>POINT LOMA NAZARENE UNIVERSITY</b>	3900 Lomaland Drive San Diego, CA 92106 <a href="http://www.ptloma.edu">http://www.ptloma.edu</a>	(619) 849-2200
<b>ELECTRIC HOME APPLIANCE AND POWER TOOL REPAIRERS</b>		
<b>Miscellaneous Mechanics and Repairers, Other</b>		
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER</b>	3750 Mary Lane Escondido, CA 92025 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(760) 739-7309

## ELECTRICAL AND ELECTRONIC ENGINEERING TECHNICIANS AND TECHNOLOGISTS

### Electrical, and Electronic Engineering-Related Technologies/Technicians, Other

<b>CUYAMACA COLLEGE</b>	900 Rancho San Diego Parkway El Cajon, CA 92019 <a href="http://www.cuyamaca.net">http://www.cuyamaca.net</a>	(619) 660-4275
<b>ITT TECHNICAL INSTITUTE</b>	9680 Granite Ridge Drive San Diego, CA 92123 <a href="http://www.itt-tech.edu/">http://www.itt-tech.edu/</a>	(858) 571-8500
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER</b>	924 East Main Street El Cajon, CA 92021 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 590-3965
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS</b>	6735 Gifford Way San Diego, CA 92111 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(858) 627-7208
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER</b>	3750 Mary Lane Escondido, CA 92025 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(760) 739-7309

### Electrical, Electronic, and Communication Engineering Technology/Technician

<b>APPLIED PROFESSIONAL TRAINING INC</b>	6976 Mimosa Drive Carlsbad, CA 92009 <a href="http://www.aptc.com">http://www.aptc.com</a>	(800) 431-8488
<b>PALOMAR COLLEGE</b>	1140 West Mission Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150

### Robotics Technology/Technician

<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS</b>	6735 Gifford Way San Diego, CA 92111 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(858) 627-7208
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## ELECTRICAL AND ELECTRONIC ENGINEERS

### Electrical, Electronics and Communication Engineering

<b>ADVANCED CAREER TRAINING</b>	10085 Scripps Ranch Court, Suite D San Diego, CA 92131 <a href="http://www.advancedcareertraining.com">http://www.advancedcareertraining.com</a>	(858) 547-4160
<b>NATIONAL UNIVERSITY - MISSION VALLEY</b>	4141 Camino Del Rio South San Diego, CA 92108 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>SAN DIEGO CITY COLLEGE</b>	1313 12th Avenue San Diego, CA 92101 <a href="http://www.city.sdccd.cc.ca.us/">http://www.city.sdccd.cc.ca.us/</a>	(619) 230-2400
<b>SAN DIEGO STATE UNIVERSITY</b>	5300 Campanile Drive San Diego, CA 92182 <a href="http://www.sdsu.edu/">http://www.sdsu.edu/</a>	(619) 594-5200
<b>SOUTHWESTERN COLLEGE</b>	900 Otay Lakes Road Chula Vista, CA 91910 <a href="http://www.swc.cc.ca.us">http://www.swc.cc.ca.us</a>	(619) 421-6700

<b>UNIVERSITY OF CALIFORNIA, SAN DIEGO</b>	9500 Gilman Drive La Jolla, CA 92093 <a href="http://www.ucsd.edu">http://www.ucsd.edu</a>	(858) 534-2230
<b>UNIVERSITY OF SAN DIEGO</b>	5998 Alcalá Park San Diego, CA 92110 <a href="http://www.acusd.edu">http://www.acusd.edu</a>	(619) 260-4600
<b>ELECTRICIANS</b>		
<b>Electrician</b>		
<b>ASSOCIATED BUILDERS AND CONTRACTORS PROGRAM</b>	4499 Ruffin Road, Suite 300 San Diego, CA 92123 Not Applicable	(619) 492-9300
<b>PALOMAR COLLEGE</b>	1140 West Mission Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS</b>	6735 Gifford Way San Diego, CA 92111 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(858) 627-7208
<b>SAN DIEGO ELECTRICAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE</b>	4675-D Viewridge Avenue San Diego, CA 92123 Not Applicable	(619) 569-6322
<b>SAN DIEGO TROLLEY APPRENTICESHIP PROGRAM</b>	1255 Imperial Avenue, Suite 900 San Diego, CA 92101 <a href="http://www.city.sdccd.cc.ca.us">http://www.city.sdccd.cc.ca.us</a>	(619) 595-4979
<b>EVENTS / MEETING PLANNERS</b>		
<b>Food Sales Operations</b>		
<b>POINT LOMA NAZARENE UNIVERSITY</b>	3900 Lomaland Drive San Diego, CA 92106 <a href="http://www.ptloma.edu">http://www.ptloma.edu</a>	(619) 849-2200
<b>Hospitality and Recreation Marketing Operations, General</b>		
<b>PALOMAR COLLEGE</b>	1140 West Mission Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>TRAVEL UNIVERSITY INTERNATIONAL</b>	3870 Murphy Canyon Road, Suite 310 San Diego, CA 92123 <a href="http://www.traveluniversity.edu">http://www.traveluniversity.edu</a>	(858) 292-9755
<b>Hospitality and Recreation Marketing Operations, Other</b>		
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER</b>	924 East Main Street El Cajon, CA 92021 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 590-3965
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER</b>	3750 Mary Lane Escondido, CA 92025 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(760) 739-7309
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER</b>	1355 Second Avenue Chula Vista, CA 91911 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 691-5611

### Hospitality/Administration Management

<b>MIRA COSTA COLLEGE</b>	One Barnard Drive Oceanside, CA 92056 <a href="http://www.miracosta.cc.ca.us/">http://www.miracosta.cc.ca.us/</a>	(760) 757-2121
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER</b>	3750 Mary Lane Escondido, CA 92025 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(760) 739-7309

### Hotel/Motel Services Marketing Operations

<b>PROJECT EMPLOYMENT PLUS</b>	930 Gateway Center Way San Diego, CA 92102 Not Applicable	(619) 527-0559
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## FINANCIAL MANAGERS

### Finance, General

<b>ALLIANT INTERNATIONAL UNIVERSITY</b>	10455 Pomerado Road San Diego, CA 92131 <a href="http://www.usiu.edu">http://www.usiu.edu</a>	(858) 635-4772
<b>CALIFORNIA STATE UNIVERSITY, SAN MARCOS</b>	333 South Twin Oaks Valley Road San Marcos, CA 92096 <a href="http://www.csusm.edu">http://www.csusm.edu</a>	(760) 750-4000
<b>NATIONAL UNIVERSITY - KEARNY MESA</b>	3580 Aero Court San Diego, CA 92123 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>NATIONAL UNIVERSITY - MISSION VALLEY</b>	4141 Camino Del Rio South San Diego, CA 92108 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>SAN DIEGO STATE UNIVERSITY</b>	5300 Campanile Drive San Diego, CA 92182 <a href="http://www.sdsu.edu/">http://www.sdsu.edu/</a>	(619) 594-5200
<b>SOUTHWESTERN COLLEGE</b>	900 Otay Lakes Road Chula Vista, CA 91910 <a href="http://www.swc.cc.ca.us">http://www.swc.cc.ca.us</a>	(619) 421-6700
<b>WEBSTER UNIVERSITY</b>	6480 Weathers Place, Suite 104 San Diego, CA 92121 <a href="http://www.webster.edu/ca">http://www.webster.edu/ca</a>	(858) 458-9310

### Financial Management and Services, Other

<b>KELLER CENTER GRADUATE SCHOOL OF MANAGEMENT</b>	2655 Camino Del Rio North, Suite 201 San Diego, CA 92108 <a href="http://www.keller.edu">http://www.keller.edu</a>	(619) 683-2446
<b>NATIONAL UNIVERSITY - MISSION VALLEY</b>	4141 Camino Del Rio South San Diego, CA 92108 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM</b>	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 <a href="http://www.extension.ucsd.edu">http://www.extension.ucsd.edu</a>	(858) 534-3400

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**Investments and Securities**

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<i>A.D. BANKER AND COMPANY</i>	8775 Aero Drive, #138 San Diego, CA 92123 <a href="http://www.adbanker.com">http://www.adbanker.com</a>	(800) 866-2468
<i>MIKE RUSS FINANCIAL TRAINING CENTERS</i>	8322 Clairemont Mesa Boulevard, Suite 103 San Diego, CA 92111 <a href="http://www.mikeruss.org">http://www.mikeruss.org</a>	(858) 571-5827

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**FINANCIAL PLANNERS**

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**Financial Planning**

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<i>SAN DIEGO STATE UNIVERSITY</i>	5300 Campanile Drive San Diego, CA 92182 <a href="http://www.sdsu.edu/">http://www.sdsu.edu/</a>	(619) 594-5200
<i>UNIVERSITY OF SAN DIEGO</i>	5998 Alcalá Park San Diego, CA 92110 <a href="http://www.acusd.edu">http://www.acusd.edu</a>	(619) 260-4600

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**Insurance and Risk Management**

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<i>A.D. BANKER AND COMPANY</i>	8775 Aero Drive, #138 San Diego, CA 92123 <a href="http://www.adbanker.com">http://www.adbanker.com</a>	(800) 866-2468
<i>MIKE RUSS FINANCIAL TRAINING CENTERS</i>	8322 Clairemont Mesa Boulevard, Suite 103 San Diego, CA 92111 <a href="http://www.mikeruss.org">http://www.mikeruss.org</a>	(858) 571-5827

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**Investments and Securities**

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<i>A.D. BANKER AND COMPANY</i>	8775 Aero Drive, #138 San Diego, CA 92123 <a href="http://www.adbanker.com">http://www.adbanker.com</a>	(800) 866-2468
<i>MIKE RUSS FINANCIAL TRAINING CENTERS</i>	8322 Clairemont Mesa Boulevard, Suite 103 San Diego, CA 92111 <a href="http://www.mikeruss.org">http://www.mikeruss.org</a>	(858) 571-5827

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**FOOD SERVICE MANAGERS**

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**Food Sales Operations**

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<i>POINT LOMA NAZARENE UNIVERSITY</i>	3900 Lomaland Drive San Diego, CA 92106 <a href="http://www.ptloma.edu">http://www.ptloma.edu</a>	(619) 849-2200
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**Hospitality and Recreation Marketing Operations, General**

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<i>PALOMAR COLLEGE</i>	1140 West Mission Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<i>TRAVEL UNIVERSITY INTERNATIONAL</i>	3870 Murphy Canyon Road, Suite 310 San Diego, CA 92123 <a href="http://www.traveluniversity.edu">http://www.traveluniversity.edu</a>	(858) 292-9755

## HAZARDOUS MATERIALS REMOVAL WORKERS

### Environmental and Pollution Control Technology/Technician

<b>CUYAMACA COLLEGE</b>	900 Rancho San Diego Parkway El Cajon, CA 92019 <a href="http://www.cuyamaca.net">http://www.cuyamaca.net</a>	(619) 660-4275
<b>PALOMAR COLLEGE</b>	1140 West Misson Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>SOUTHWESTERN COLLEGE</b>	900 Otay Lakes Road Chula Vista, CA 91910 <a href="http://www.swc.cc.ca.us">http://www.swc.cc.ca.us</a>	(619) 421-6700

## HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS AND INSTALLERS

### Heating, Air Conditioning and Refrigeration Mechanic and Repairer

<b>SAN DIEGO COMMUNITY COLLEGE CENTRE CITY CONTINUING EDUCATION (ADULT EDUCATION) CENTER</b>	1400 Park Boulevard San Diego, CA 92101 <a href="http://www.sdccd.cc.ca.us">http://www.sdccd.cc.ca.us</a>	(619) 230-2370
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER</b>	924 East Main Street El Cajon, CA 92021 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 590-3965
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS</b>	6735 Gifford Way San Diego, CA 92111 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(858) 627-7208
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER</b>	3750 Mary Lane Escondido, CA 92025 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(760) 739-7309

### Heating, Air Conditioning and Refrigeration Technology/Technician

<b>PALOMAR COLLEGE</b>	1140 West Misson Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>SAN DIEGO CITY COLLEGE</b>	1313 12th Avenue San Diego, CA 92101 <a href="http://www.city.sdccd.cc.ca.us/">http://www.city.sdccd.cc.ca.us/</a>	(619) 230-2400

## HOTEL DESK CLERKS

### Hospitality and Recreation Marketing Operations, General

<b>PALOMAR COLLEGE</b>	1140 West Misson Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>TRAVEL UNIVERSITY INTERNATIONAL</b>	3870 Murphy Canyon Road, Suite 310 San Diego, CA 92123 <a href="http://www.traveluniversity.edu">http://www.traveluniversity.edu</a>	(858) 292-9755

**Hotel/Motel Services Marketing Operations****PROJECT EMPLOYMENT PLUS**

930 Gateway Center Way San Diego, CA 92102  
Not Applicable

(619) 527-0559

**HUMAN RESOURCE TECHNICIANS****Human Resources Management**

<b>AZUSA PACIFIC UNIVERSITY</b>	2820 Camino Del Rio South, Suite 100 San Diego, CA 92108 <a href="http://www.apu.edu">http://www.apu.edu</a>	(619) 718-9655
<b>CALIFORNIA PACIFIC UNIVERSITY</b>	9683 Tierra Grande Road, Suite 100 San Diego, CA 92126 <a href="http://www.cpu.edu">http://www.cpu.edu</a>	(800) 458-9667
<b>CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES</b>	333 South Twin Oaks Valley Road San Marcos, CA 92096 <a href="http://www.csusm.edu/es">http://www.csusm.edu/es</a>	(760) 750-4020
<b>CHAPMAN UNIVERSITY ACADEMIC CENTER</b>	7460 Mission Valley Road San Diego, CA 92108 <a href="http://www.chapman.edu">http://www.chapman.edu</a>	(619) 296-8660
<b>KELLER CENTER GRADUATE SCHOOL OF MANAGEMENT</b>	2655 Camino Del Rio North, Suite 201 San Diego, CA 92108 <a href="http://www.keller.edu">http://www.keller.edu</a>	(619) 683-2446
<b>NATIONAL UNIVERSITY - KEARNY MESA</b>	3580 Aero Court San Diego, CA 92123 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>NATIONAL UNIVERSITY - MISSION VALLEY</b>	4141 Camino Del Rio South San Diego, CA 92108 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>NATIONAL UNIVERSITY - VISTA</b>	2022 University Drive Vista, CA 92083 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM</b>	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 <a href="http://www.extension.ucsd.edu">http://www.extension.ucsd.edu</a>	(858) 534-3400
<b>UNIVERSITY OF PHOENIX - NORTH COUNTY LEARNING CENTER</b>	2204 El Camino Real, Suite 200 Vista, CA 92083 <a href="http://www.phoenix.edu">http://www.phoenix.edu</a>	(800) 473-4346
<b>UNIVERSITY OF SAN DIEGO</b>	5998 Alcalá Park San Diego, CA 92110 <a href="http://www.acusd.edu">http://www.acusd.edu</a>	(619) 260-4600
<b>Human Resources Management, Other</b>		
<b>CHRISTIAN HERITAGE COLLEGE</b>	2100 Greenfield Drive El Cajon, CA 92019 <a href="http://www.christianheritage.edu">http://www.christianheritage.edu</a>	(619) 440-3043
<b>UNION INSTITUTE</b>	2878 Camino Del Rio South, Suite 115 San Diego, CA 92108 <a href="http://www.tui.edu/Programs/Undergrad/Centers/SanDiego.html">http://www.tui.edu/Programs/Undergrad/Centers/SanDiego.html</a>	(619) 491-0484
<b>UNIVERSITY OF PHOENIX</b>	3890 Murphy Canyon Road San Diego, CA 92123 <a href="http://www.phoenix.edu">http://www.phoenix.edu</a>	(800) 473-4346

<b>UNIVERSITY OF PHOENIX - RANCHO BERNARDO</b>	16486 Bernado Center Drive, Suite 240 San Diego, CA 92123 <a href="http://www.phoenix.edu">http://www.phoenix.edu</a>	(800) 473-4346
<b>UNIVERSITY OF PHOENIX - SOUTH COUNTY LEARNING CENTER</b>	1040 Tierra Del Rey, Suite 100 Chula Vista, CA 91910 <a href="http://www.phoenix.edu">http://www.phoenix.edu</a>	(800) 473-4346
<b>Labor/Personnel Relations and Studies</b>		
<b>SAN DIEGO CITY COLLEGE</b>	1313 12th Avenue San Diego, CA 92101 <a href="http://www.city.sdccd.cc.ca.us/">http://www.city.sdccd.cc.ca.us/</a>	(619) 230-2400
<b>Organizational Behavior Studies</b>		
<b>ALLIANT INTERNATIONAL UNIVERSITY</b>	10455 Pomerado Road San Diego, CA 92131 <a href="http://www.usiu.edu">http://www.usiu.edu</a>	(858) 635-4772
<b>AZUSA PACIFIC UNIVERSITY</b>	2820 Camino Del Rio South, Suite 100 San Diego, CA 92108 <a href="http://www.apu.edu">http://www.apu.edu</a>	(619) 718-9655
<b>CALIFORNIA SCHOOL OF PROFESSIONAL PSYCHOLOGY</b>	6160 Cornerstone Court East San Diego, CA 92121 <a href="http://www.cspp.edu">http://www.cspp.edu</a>	(858) 623-2777
<b>CHAPMAN UNIVERSITY ACADEMIC CENTER</b>	7460 Mission Valley Road San Diego, CA 92108 <a href="http://www.chapman.edu">http://www.chapman.edu</a>	(619) 296-8660
<b>NATIONAL UNIVERSITY - KEARNY MESA</b>	3580 Aero Court San Diego, CA 92123 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>NATIONAL UNIVERSITY - MISSION VALLEY</b>	4141 Camino Del Rio South San Diego, CA 92108 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>UNIVERSITY OF PHOENIX - NORTH COUNTY LEARNING CENTER</b>	2204 El Camino Real, Suite 200 Vista, CA 92083 <a href="http://www.phoenix.edu">http://www.phoenix.edu</a>	(800) 473-4346
<b>UNIVERSITY OF PHOENIX - RANCHO BERNARDO</b>	16486 Bernado Center Drive, Suite 240 San Diego, CA 92123 <a href="http://www.phoenix.edu">http://www.phoenix.edu</a>	(800) 473-4346
<b>UNIVERSITY OF PHOENIX - SOUTH COUNTY LEARNING CENTER</b>	1040 Tierra Del Rey, Suite 100 Chula Vista, CA 91910 <a href="http://www.phoenix.edu">http://www.phoenix.edu</a>	(800) 473-4346
<b>INSPECTORS, TESTERS / GRADERS - PRECISION (MANUFACTURING ASSISTANTS, BIO-TECHNOLOGY)</b>		
<b>Biological Technology/Technician</b>		
<b>MIRA COSTA COLLEGE</b>	One Barnard Drive Oceanside, CA 92056 <a href="http://www.miracosta.cc.ca.us/">http://www.miracosta.cc.ca.us/</a>	(760) 757-2121
<b>Occupational Safety and Health Technology/Technician</b>		
<b>UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM</b>	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 <a href="http://www.extension.ucsd.edu">http://www.extension.ucsd.edu</a>	(858) 534-3400



## Quality Control Technology/Technician

<b>PALOMAR COLLEGE</b>	1140 West Misson Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
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### INSTRUCTIONAL AIDES

#### Teacher Assistant/Aide

<b>MONTGOMERY ADULT SCHOOL</b>	3240 Palm Avenue San Diego, CA 92154 Not Applicable	(619) 628-3017
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS</b>	6735 Gifford Way San Diego, CA 92111 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(858) 627-7208
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER</b>	3750 Mary Lane Escondido, CA 92025 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(760) 739-7309

### INTERNET WEB SITE DESIGNERS / DEVELOPERS

#### Computer and Information Sciences, General

<b>CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES</b>	333 South Twin Oaks Valley Road San Marcos, CA 92096 <a href="http://www.csusm.edu/es">http://www.csusm.edu/es</a>	(760) 750-4020
<b>CHAPMAN UNIVERSITY ACADEMIC CENTER</b>	7460 Mission Valley Road San Diego, CA 92108 <a href="http://www.chapman.edu">http://www.chapman.edu</a>	(619) 296-8660
<b>COLEMAN COLLEGE</b>	1284 West San Marcos Boulevard, Suite 110 San Marcos, CA 92069 <a href="http://www.coleman.edu">http://www.coleman.edu</a>	(760) 747-3990
<b>COLEMAN COLLEGE</b>	7380 Parkway Drive La Mesa, CA 91942 <a href="http://www.coleman.edu">http://www.coleman.edu</a>	(619) 465-3990
<b>COMP USA TRAINING SUPERCENTER - LA MESA</b>	8401 Fletcher Parkway La Mesa, CA 91942 <a href="http://www.inof.compusa.com/training">http://www.inof.compusa.com/training</a>	(858) 573-1050
<b>COPERNICUS COMPUTER SERVICES</b>	5950 La Place Court, Suite 105 Carlsbad, CA 92008 <a href="http://www.trainsmart.com">http://www.trainsmart.com</a>	(760) 930-0400
<b>COPERNICUS COMPUTER SERVICES</b>	7676 Hazard Center Drive, Suite 1360 San Diego, CA 92108 <a href="http://www.trainsmart.com">http://www.trainsmart.com</a>	(619) 291-3200
<b>EDUCATION AMERICA UNIVERSITY</b>	123 Camino De La Reina North, #100 San Diego, CA 92108 <a href="http://www.commonwealth.edu">http://www.commonwealth.edu</a>	(619) 686-8600
<b>EXECUTRAIN OF SAN DIEGO</b>	10180 Teresis Court, Suite 300 San Diego, CA 92121 <a href="http://www.executrain.com">http://www.executrain.com</a>	(858) 455-1050
<b>FOUNDATION COLLEGE, SAN DIEGO</b>	5353 Misson Center Road, Suite 100 San Diego, CA 92108 <a href="http://www.foundationcollege.org">http://www.foundationcollege.org</a>	(619) 683-3273

<b>ITT TECHNICAL INSTITUTE</b>	9680 Granite Ridge Drive San Diego, CA 92123 <a href="http://www.itt-tech.edu/">http://www.itt-tech.edu/</a>	(858) 571-8500
<b>MARIC COLLEGE</b>	3666 Kearny Villa Road, Suite 100 San Diego, CA 92123 <a href="http://www.mariccollege.edu">http://www.mariccollege.edu</a>	(858) 279-4500
<b>MARIC COLLEGE</b>	2030 University Drive Vista, CA 92083 <a href="http://www.mariccollege.com">http://www.mariccollege.com</a>	(760) 630-1555
<b>NEW HORIZONS COMPUTER LEARNING CENTER</b>	7480 Miramar Road, Buliding B #202 San Diego, CA 92126 <a href="http://www.newhorizons.com/">http://www.newhorizons.com/</a>	(858) 880-2200
<b>PALOMAR COLLEGE</b>	1140 West Misson Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>SAN DIEGO CITY COLLEGE</b>	1313 12th Avenue San Diego, CA 92101 <a href="http://www.city.sdccd.cc.ca.us/">http://www.city.sdccd.cc.ca.us/</a>	(619) 230-2400
<b>SAN DIEGO MESA COLLEGE</b>	7250 Mesa College Drive San Diego, CA 92111 <a href="http://www.sdmesa.cc.ca.us">http://www.sdmesa.cc.ca.us</a>	(619) 627-2600
<b>SAN DIEGO MIRAMAR COLLEGE</b>	10440 Black Mountain Road San Diego, CA 92126 <a href="http://www.miramar.sdccd.cc.ca.us">http://www.miramar.sdccd.cc.ca.us</a>	(858) 627-2545
<b>SOUTHWESTERN COLLEGE</b>	900 Otay Lakes Road Chula Vista, CA 91910 <a href="http://www.swc.cc.ca.us">http://www.swc.cc.ca.us</a>	(619) 421-6700
<b>UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM</b>	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 <a href="http://www.extension.ucsd.edu">http://www.extension.ucsd.edu</a>	(858) 534-3400
<b>UNIVERSITY OF SAN DIEGO</b>	5998 Alcalá Park San Diego, CA 92110 <a href="http://www.acusd.edu">http://www.acusd.edu</a>	(619) 260-4600
<b>WEBSTER UNIVERSITY</b>	6480 Weathers Place, Suite 104 San Diego, CA 92121 <a href="http://www.webster.edu/ca">http://www.webster.edu/ca</a>	(858) 458-9310
<b>Computer and Information Sciences, Other</b>		
<b>COMP USA TRAINING SUPERCENTER</b>	2085 Montiel Road San Marcos, CA 92069 <a href="http://info.compusera.com/training/catalog/sprcntr.asp">http://info.compusera.com/training/catalog/sprcntr.asp</a>	(858) 573-1050
<b>COMP USA TRAINING SUPERCENTER</b>	4240 Kearny Mesa Road San Diego, CA 92111 <a href="http://info.compusera.com/comphome/training/catalog/sprcntr.asp">http://info.compusera.com/comphome/training/catalog/sprcntr.asp</a>	(858) 573-1050
<b>COMP USA TRAINING SUPERCENTER</b>	1046 El Camino Real Encinitas, CA 92024 <a href="http://info.compusera.com/comphome/training/catalog/sprcntr.asp">http://info.compusera.com/comphome/training/catalog/sprcntr.asp</a>	(858) 573-1050
<b>Computer Science</b>		
<b>AZUSA PACIFIC UNIVERSITY</b>	2820 Camino Del Rio South, Suite 100 San Diego, CA 92108 <a href="http://www.apu.edu">http://www.apu.edu</a>	(619) 718-9655

<b>CALIFORNIA STATE UNIVERSITY, SAN MARCOS</b>	333 South Twin Oaks Valley Road San Marcos, CA 92096 <a href="http://www.csusm.edu">http://www.csusm.edu</a>	(760) 750-4000
<b>CHAPMAN UNIVERSITY ACADEMIC CENTER</b>	7460 Mission Valley Road San Diego, CA 92108 <a href="http://www.chapman.edu">http://www.chapman.edu</a>	(619) 296-8660
<b>GROSSMONT COLLEGE</b>	8800 Grossmont College Drive El Cajon, CA 92020 <a href="http://www.grossmont.net">http://www.grossmont.net</a>	(619) 644-7000
<b>MIRA COSTA COLLEGE</b>	One Barnard Drive Oceanside, CA 92056 <a href="http://www.miracosta.cc.ca.us/">http://www.miracosta.cc.ca.us/</a>	(760) 757-2121
<b>NATIONAL UNIVERSITY - CHULA VISTA</b>	660 Bay Boulevard Chula Vista, CA 91910 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>NATIONAL UNIVERSITY - LA MESA</b>	7787 Alvarado Road La Mesa, CA 91941 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>NATIONAL UNIVERSITY - MISSION VALLEY</b>	4141 Camino Del Rio South San Diego, CA 92108 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>NATIONAL UNIVERSITY - VISTA</b>	2022 University Drive Vista, CA 92083 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>PALOMAR COLLEGE</b>	1140 West Mission Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>POINT LOMA NAZARENE UNIVERSITY</b>	3900 Lomaland Drive San Diego, CA 92106 <a href="http://www.ptloma.edu">http://www.ptloma.edu</a>	(619) 849-2200
<b>SAN DIEGO STATE UNIVERSITY</b>	5300 Campanile Drive San Diego, CA 92182 <a href="http://www.sdsu.edu/">http://www.sdsu.edu/</a>	(619) 594-5200
<b>SOUTHWESTERN COLLEGE</b>	900 Otay Lakes Road Chula Vista, CA 91910 <a href="http://www.swc.cc.ca.us">http://www.swc.cc.ca.us</a>	(619) 421-6700

## Computer Systems Analysis

<b>FOUNDATION COLLEGE, SAN DIEGO</b>	5353 Mission Center Road, Suite 100 San Diego, CA 92108 <a href="http://www.foundationcollege.org">http://www.foundationcollege.org</a>	(619) 683-3273
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## INTERPRETERS, SIGN LANGUAGE

### Sign Language Interpreter

<b>PALOMAR COLLEGE</b>	1140 West Mission Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>SAN DIEGO CITY COLLEGE</b>	1313 12th Avenue San Diego, CA 92101 <a href="http://www.city.sdccd.cc.ca.us/">http://www.city.sdccd.cc.ca.us/</a>	(619) 230-2400

<b>SAN DIEGO COMMUNITY COLLEGE, EDUCATIONAL CULTURAL COMPLEX (ECC), CONTINUING EDUCATION CENTER</b>	4343 Ocean View Boulevard San Diego, CA 92113 <a href="http://www.sdccd.cc.ca.us">http://www.sdccd.cc.ca.us</a>	(619) 527-5258
<b>SAN DIEGO MESA COLLEGE</b>	7250 Mesa College Drive San Diego, CA 92111 <a href="http://www.sdmesa.cc.ca.us">http://www.sdmesa.cc.ca.us</a>	(619) 627-2600
<b>SOUTHWESTERN COLLEGE</b>	900 Otay Lakes Road Chula Vista, CA 91910 <a href="http://www.swc.cc.ca.us">http://www.swc.cc.ca.us</a>	(619) 421-6700

### LICENSED VOCATIONAL NURSES

#### Practical Nurse (L.P.N. Training)

<b>CONCORDE CAREER INSTITUTE</b>	123 Camino De La Reina, Suite E - 125 San Diego, CA 92108 <a href="http://www.concordecareercolleges.com">http://www.concordecareercolleges.com</a>	(619) 688-0800
<b>GLENDALE CAREER COLLEGE - TRI CITY MEDICAL CENTER</b>	4002 Vista Way Vista, CA 92056 <a href="http://www.success.edu">http://www.success.edu</a>	(800) 498-1818
<b>GROSSMONT ADULT EDUCATION</b>	1100 Murray Drive El Cajon, CA 92020 Not Applicable	(619) 644-8016
<b>GROSSMONT HEALTH OCCUPATIONS CENTER</b>	9368 Oakbourne Road Santee, CA 92071 Not Applicable	(619) 579-4779
<b>MARIC COLLEGE</b>	2030 University Drive Vista, CA 92083 <a href="http://www.mariccollege.com">http://www.mariccollege.com</a>	(760) 630-1555
<b>MARIC COLLEGE</b>	3666 Kearny Villa Road, Suite 100 San Diego, CA 92123 <a href="http://www.mariccollege.edu">http://www.mariccollege.edu</a>	(858) 279-4500
<b>MIRA COSTA COLLEGE</b>	One Barnard Drive Oceanside, CA 92056 <a href="http://www.miracosta.cc.ca.us/">http://www.miracosta.cc.ca.us/</a>	(760) 757-2121
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS</b>	6735 Gifford Way San Diego, CA 92111 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(858) 627-7208
<b>SOUTHWESTERN COLLEGE</b>	900 Otay Lakes Road Chula Vista, CA 91910 <a href="http://www.swc.cc.ca.us">http://www.swc.cc.ca.us</a>	(619) 421-6700

### LOAN AND CREDIT CLERKS

#### Banking and Financial Support Services

<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS</b>	6735 Gifford Way San Diego, CA 92111 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(858) 627-7208
<b>SAN DIEGO MIRAMAR COLLEGE</b>	10440 Black Mountain Road San Diego, CA 92126 <a href="http://www.miramar.sdccd.cc.ca.us">http://www.miramar.sdccd.cc.ca.us</a>	(858) 627-2545

## MACHINISTS

### Machine Shop Assistant

<b>DAVIS TECHNOLOGIES</b>	13200 Kirkham Way, Suite 114 Poway, CA 92064 <a href="http://www.davistechcenters.com">http://www.davistechcenters.com</a>	(858) 748-9692
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### Machinist/Machine Technologist

<b>ESCONDIDO ADULT EDUCATION</b>	3750 Mary Lane Escondido, CA 92025 Not Applicable	(760) 739-7300
<b>GROSSMONT ADULT EDUCATION</b>	1100 Murray Drive El Cajon, CA 92020 Not Applicable	(619) 644-8016
<b>MIRA COSTA COLLEGE</b>	One Barnard Drive Oceanside, CA 92056 <a href="http://www.miracosta.cc.ca.us/">http://www.miracosta.cc.ca.us/</a>	(760) 757-2121
<b>SAN DIEGO CITY COLLEGE</b>	1313 12th Avenue San Diego, CA 92101 <a href="http://www.city.sdccd.cc.ca.us/">http://www.city.sdccd.cc.ca.us/</a>	(619) 230-2400
<b>SAN DIEGO COMMUNITY COLLEGE CENTRE CITY CONTINUING EDUCATION (ADULT EDUCATION) CENTER</b>	1400 Park Boulevard San Diego, CA 92101 <a href="http://www.sdccd.cc.ca.us">http://www.sdccd.cc.ca.us</a>	(619) 230-2370
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS</b>	6735 Gifford Way San Diego, CA 92111 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(858) 627-7208

## MESSAGE THERAPISTS

### Massage

<b>ACADEMY OF PROFESSIONAL CAREERS</b>	8376 Hercules Street La Mesa, CA 91942 <a href="http://www.academyofhealthcareers.com">http://www.academyofhealthcareers.com</a>	(619) 461-5100
<b>ACADEMY OF PROFESSIONAL CAREERS</b>	6784 El Cajon Boulevard La Mesa, CA 91942 <a href="http://www.academyofhealthcareers.com">http://www.academyofhealthcareers.com</a>	(619) 461-5353
<b>BODY MIND COLLEGE</b>	4050 Sorrento Valley Boulevard, Suite L San Diego, CA 92121 <a href="http://www.bodymindcollege.com">http://www.bodymindcollege.com</a>	(800) 239-6463
<b>CALIFORNIA NATUROPATHIC COLLEGE</b>	1228 Camino Del Mar Del Mar, CA 92014 Not Applicable	(858) 259-1222
<b>GLENDALE CAREER COLLEGE - TRI CITY MEDICAL CENTER</b>	4002 Vista Way Vista, CA 92056 <a href="http://www.success.edu">http://www.success.edu</a>	(800) 498-1818
<b>HEALING HANDS SCHOOL OF HOLISTIC HEALTH</b>	125 West Mission, #212 Escondido, CA 92025 <a href="http://www.healinghands.com">http://www.healinghands.com</a>	(760) 746-9364
<b>INTERNATIONAL PROFESSIONAL SCHOOL OF BODYWORK</b>	1366 Hornblend Street San Diego, CA 92109 <a href="http://www.ipsb.edu">http://www.ipsb.edu</a>	(858) 272-4142

<b>MUELLER COLLEGE OF HOLISTIC STUDIES</b>	4607 Park Boulevard San Diego, CA 92116 <a href="http://www.muellercollege.com">http://www.muellercollege.com</a>	(800) 245-1976
<b>PACIFIC COLLEGE OF ORIENTAL MEDICINE</b>	7445 Misson Valley Road, Suite 105 San Diego, CA 92108 <a href="http://www.ordmed.edu">http://www.ordmed.edu</a>	(619) 574-6909
<b>SCHOOL OF HEALING ARTS</b>	1001 Garnet Avenue, Suite 200 San Diego, CA 92109 <a href="http://www.schoolofhealingarts.com">http://www.schoolofhealingarts.com</a>	(858) 581-9429

## MECHANICAL ENGINEERS

### Mechanical Engineering

<b>CUYAMACA COLLEGE</b>	900 Rancho San Diego Parkway El Cajon, CA 92019 <a href="http://www.cuyamaca.net">http://www.cuyamaca.net</a>	(619) 660-4275
<b>SAN DIEGO STATE UNIVERSITY</b>	5300 Campanile Drive San Diego, CA 92182 <a href="http://www.sdsu.edu/">http://www.sdsu.edu/</a>	(619) 594-5200
<b>UNIVERSITY OF CALIFORNIA, SAN DIEGO</b>	9500 Gilman Drive La Jolla, CA 92093 <a href="http://www.ucsd.edu">http://www.ucsd.edu</a>	(858) 534-2230

## MEDICAL AND CLINICAL LABORATORY ASSISANTS

### Medical Laboratory Technician

<b>GLENDALE CAREER COLLEGE - TRI CITY MEDICAL CENTER</b>	4002 Vista Way Vista, CA 92056 <a href="http://www.success.edu">http://www.success.edu</a>	(800) 498-1818
<b>GROSSMONT HEALTH OCCUPATIONS CENTER</b>	9368 Oakbourne Road Santee, CA 92071 Not Applicable	(619) 579-4779
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER</b>	924 East Main Street El Cajon, CA 92021 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 590-3965
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS</b>	6735 Gifford Way San Diego, CA 92111 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(858) 627-7208
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER</b>	3750 Mary Lane Escondido, CA 92025 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(760) 739-7309
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER</b>	1355 Second Avenue Chula Vista, CA 91911 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 691-5611

## MEDICAL ASSISTANTS

### Medical Assistant

<b>ACADEMY OF PROFESSIONAL CAREERS</b>	8376 Hercules Street La Mesa, CA 91942 <a href="http://www.academyofhealthcareers.com">http://www.academyofhealthcareers.com</a>	(619) 461-5100
<b>ACADEMY OF PROFESSIONAL CAREERS</b>	6784 El Cajon Boulevard La Mesa, CA 91942 <a href="http://www.academyofhealthcareers.com">http://www.academyofhealthcareers.com</a>	(619) 461-5353
<b>COMPREHENSIVE TRAINING SYSTEMS INC.</b>	497 Eleventh Street, Suite 4 Imperial Beach, CA 91932 <a href="http://www.ctsjobs.org">http://www.ctsjobs.org</a>	(619) 424-6650
<b>COMPREHENSIVE TRAINING SYSTEMS INC.</b>	3180 University Avenue, Suite 300 San Diego, CA 92104 <a href="http://www.ctsjob.org">http://www.ctsjob.org</a>	(619) 281-9133
<b>CONCORDE CAREER INSTITUTE</b>	123 Camino De La Reina, Suite E - 125 San Diego, CA 92108 <a href="http://www.concordecareercolleges.com">http://www.concordecareercolleges.com</a>	(619) 688-0800
<b>GLENDALE CAREER COLLEGE - TRI CITY MEDICAL CENTER</b>	4002 Vista Way Vista, CA 92056 <a href="http://www.success.edu">http://www.success.edu</a>	(800) 498-1818
<b>GROSSMONT HEALTH OCCUPATIONS CENTER</b>	9368 Oakbourne Road Santee, CA 92071 Not Applicable	(619) 579-4779
<b>KELSEY - JENNEY COLLEGE</b>	201 A Street San Diego, CA 92101 <a href="http://www.kelsey-jenney.com/">http://www.kelsey-jenney.com/</a>	(619) 233-7418
<b>KELSEY - JENNEY COLLEGE</b>	7310 Miramar Road, Suite 300 San Diego, CA 92126 <a href="http://www.kelsey-jenney.com/">http://www.kelsey-jenney.com/</a>	(858) 549-5070
<b>MARIC COLLEGE</b>	3666 Kearny Villa Road, Suite 100 San Diego, CA 92123 <a href="http://www.mariccollege.edu">http://www.mariccollege.edu</a>	(858) 279-4500
<b>MARIC COLLEGE</b>	2030 University Drive Vista, CA 92083 <a href="http://www.mariccollege.com">http://www.mariccollege.com</a>	(760) 630-1555
<b>PALOMAR COLLEGE</b>	1140 West Misson Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>PIMA MEDICAL INSTITUTE</b>	780 Bay Boulevard Chula Vista, CA 91910 <a href="http://www.pimamedical.com">http://www.pimamedical.com</a>	(619) 425-3200
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER</b>	924 East Main Street El Cajon, CA 92021 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 590-3965
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS</b>	6735 Gifford Way San Diego, CA 92111 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(858) 627-7208
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER</b>	3750 Mary Lane Escondido, CA 92025 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(760) 739-7309

<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER</b>	1355 Second Avenue Chula Vista, CA 91911 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 691-5611
<b>SAN DIEGO MESA COLLEGE</b>	7250 Mesa College Drive San Diego, CA 92111 <a href="http://www.sdmesa.cc.ca.us">http://www.sdmesa.cc.ca.us</a>	(619) 627-2600
<b>UNITED EDUCATION INSTITUTE</b>	1323 Sixth Avenue San Diego, CA 92101 <a href="http://www.ueiglobal.com">http://www.ueiglobal.com</a>	(619) 544-9800
<b>UNITED EDUCATION INSTITUTE</b>	310 Third Avenue, Suite C 6 Chula Vista, CA 91910 <a href="http://www.uei-edu.com">http://www.uei-edu.com</a>	(619) 409-4111
<b>VALLEY CAREER COLLEGE</b>	878 Jackman Street El Cajon, CA 92020 Not Applicable	(619) 593-5111
<b>VISTA ADULT SCHOOL</b>	305 East Bobier Vista, CA 92084 <a href="http://www.vas.vusd.k12.ca.us">http://www.vas.vusd.k12.ca.us</a>	(760) 758-7122
<b>Ophthalmic/Optometric Services, Other</b>		
<b>UNIVERSITY OF CALIFORNIA, SAN DIEGO</b>	9500 Gilman Drive La Jolla, CA 92093 <a href="http://www.ucsd.edu">http://www.ucsd.edu</a>	(858) 534-2230

## MEDICAL SECRETARIES

### Medical Administrative Assistant/Secretary

<b>ACADEMY OF PROFESSIONAL CAREERS</b>	8376 Hercules Street La Mesa, CA 91942 <a href="http://www.academyofhealthcareers.com">http://www.academyofhealthcareers.com</a>	(619) 461-5100
<b>ACADEMY OF PROFESSIONAL CAREERS</b>	6784 El Cajon Boulevard La Mesa, CA 91942 <a href="http://www.academyofhealthcareers.com">http://www.academyofhealthcareers.com</a>	(619) 461-5353
<b>CHULA VISTA ADULT SCHOOL</b>	1034 Fourth Avenue Chula Vista, CA 91911 Not Applicable	(619) 691-5760
<b>COMPREHENSIVE TRAINING SYSTEMS INC.</b>	497 Eleventh Street, Suite 4 Imperial Beach, CA 91932 <a href="http://www.ctsjobs.org">http://www.ctsjobs.org</a>	(619) 424-6650
<b>COMPREHENSIVE TRAINING SYSTEMS INC.</b>	3180 University Avenue, Suite 300 San Diego, CA 92104 <a href="http://www.ctsjob.org">http://www.ctsjob.org</a>	(619) 281-9133
<b>CONCORDE CAREER INSTITUTE</b>	123 Camino De La Reina, Suite E - 125 San Diego, CA 92108 <a href="http://www.concordecareercolleges.com">http://www.concordecareercolleges.com</a>	(619) 688-0800
<b>ESCONDIDO ADULT EDUCATION</b>	3750 Mary Lane Escondido, CA 92025 Not Applicable	(760) 739-7300
<b>GROSSMONT ADULT EDUCATION</b>	1100 Murray Drive El Cajon, CA 92020 Not Applicable	(619) 644-8016



<b>GROSSMONT HEALTH OCCUPATIONS CENTER</b>	9368 Oakbourne Road Santee, CA 92071 Not Applicable	(619) 579-4779
<b>MARIC COLLEGE</b>	3666 Kearny Villa Road, Suite 100 San Diego, CA 92123 <a href="http://www.mariccollege.edu">http://www.mariccollege.edu</a>	(858) 279-4500
<b>MARIC COLLEGE</b>	2030 University Drive Vista, CA 92083 <a href="http://www.mariccollege.com">http://www.mariccollege.com</a>	(760) 630-1555
<b>PALOMAR COLLEGE</b>	1140 West Misson Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>SAN DIEGO COMMUNITY COLLEGE CENTRE CITY CONTINUING EDUCATION (ADULT EDUCATION) CENTER</b>	1400 Park Boulevard San Diego, CA 92101 <a href="http://www.sdccd.cc.ca.us">http://www.sdccd.cc.ca.us</a>	(619) 230-2370
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS</b>	6735 Gifford Way San Diego, CA 92111 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(858) 627-7208
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER</b>	3750 Mary Lane Escondido, CA 92025 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(760) 739-7309
<b>SOUTHWESTERN COLLEGE</b>	900 Otay Lakes Road Chula Vista, CA 91910 <a href="http://www.swc.cc.ca.us">http://www.swc.cc.ca.us</a>	(619) 421-6700
<b>UNIVERSAL SCHOOLS AND COLLEGES OF HEALTH AND HUMAN SERVICES</b>	5365 Avenida Encinas, Suite E Carlsbad, CA 92006 Not Applicable	(760) 918-8198
<b>VALLEY CAREER COLLEGE</b>	878 Jackman Street El Cajon, CA 92020 Not Applicable	(619) 593-5111
<b>VISTA ADULT SCHOOL</b>	305 East Bobier Vista, CA 92084 <a href="http://www.vas.vusd.k12.ca.us">http://www.vas.vusd.k12.ca.us</a>	(760) 758-7122

## MEDICINE AND HEALTH SERVICES MANAGERS

### Health and Medical Administrative Services, Other

<b>CALIFORNIA COLLEGE FOR HEALTH SCIENCES, CORRESPONDENCE DIVISION</b>	222 West 24th Street National City, CA 91950 <a href="http://www.cchs.edu">http://www.cchs.edu</a>	(619) 477-4800
<b>CALIFORNIA PACIFIC UNIVERSITY</b>	9683 Tierra Grande Road, Suite 100 San Diego, CA 92126 <a href="http://www.cpu.edu">http://www.cpu.edu</a>	(800) 458-9667
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER</b>	3750 Mary Lane Escondido, CA 92025 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(760) 739-7309
<b>UNIVERSITY OF PHOENIX - NORTH COUNTY LEARNING CENTER</b>	2204 El Camino Real, Suite 200 Vista, CA 92083 <a href="http://www.phoenix.edu">http://www.phoenix.edu</a>	(800) 473-4346
<b>UNIVERSITY OF PHOENIX - SOUTH COUNTY LEARNING CENTER</b>	1040 Tierra Del Rey, Suite 100 Chula Vista, CA 91910 <a href="http://www.phoenix.edu">http://www.phoenix.edu</a>	(800) 473-4346

<b>WEBSTER UNIVERSITY</b>	6480 Weathers Place, Suite 104 San Diego, CA 92121 <a href="http://www.webster.edu/ca">http://www.webster.edu/ca</a>	(858) 458-9310
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**Health System/Health Services Administration**


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<b>CALIFORNIA COLLEGE FOR HEALTH SCIENCES, CORRESPONDENCE DIVISION</b>	222 West 24th Street National City, CA 91950 <a href="http://www.cchs.edu">http://www.cchs.edu</a>	(619) 477-4800
<b>NATIONAL UNIVERSITY - KEARNY MESA</b>	3580 Aero Court San Diego, CA 92123 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>NATIONAL UNIVERSITY - MISSION VALLEY</b>	4141 Camino Del Rio South San Diego, CA 92108 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>NORDSTROM BUSINESS INSTITUTE</b>	6160 Mission Gorge Road San Diego, CA 92120 Not Applicable	(619) 281-4600
<b>NORDSTROM BUSINESS INSTITUTE</b>	500 West Vista Way Vista, CA 92083 Not Applicable	(760) 631-1360
<b>UNION INSTITUTE</b>	2878 Camino Del Rio South, Suite 115 San Diego, CA 92108 <a href="http://www.tui.edu/Programs/Undergrad/Centers/SanDiego.html">http://www.tui.edu/Programs/Undergrad/Centers/SanDiego.html</a>	(619) 491-0484
<b>UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM</b>	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 <a href="http://www.extension.ucsd.edu">http://www.extension.ucsd.edu</a>	(858) 534-3400
<b>UNIVERSITY OF PHOENIX</b>	3890 Murphy Canyon Road San Diego, CA 92123 <a href="http://www.phoenix.edu">http://www.phoenix.edu</a>	(800) 473-4346
<b>UNIVERSITY OF PHOENIX - RANCHO BERNARDO</b>	16486 Bernado Center Drive, Suite 240 San Diego, CA 92123 <a href="http://www.phoenix.edu">http://www.phoenix.edu</a>	(800) 473-4346

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**MULTIMEDIA SPECIALISTS**


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**Design and Applied Arts, Other**


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<b>ART INSTITUTE OF CALIFORNIA</b>	10025 Mesa Rim Road San Diego, CA 92121 <a href="http://www.aica.edu">http://www.aica.edu</a>	(858) 546-0602
<b>SOUTHWESTERN COLLEGE</b>	900 Otay Lakes Road Chula Vista, CA 91910 <a href="http://www.swc.cc.ca.us">http://www.swc.cc.ca.us</a>	(619) 421-6700
<b>UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM</b>	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 <a href="http://www.extension.ucsd.edu">http://www.extension.ucsd.edu</a>	(858) 534-3400

**Design and Visual Communications**


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<b>PLATT COLLEGE, SAN DIEGO</b>	6250 El Cajon Boulevard San Diego, CA 92115 <a href="http://www.platt.edu">http://www.platt.edu</a>	(619) 265-0107
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## Graphic Design, Commercial Art and Illustration

<b>ART INSTITUTE OF CALIFORNIA</b>	10025 Mesa Rim Road San Diego, CA 92121 <a href="http://www.aica.edu">http://www.aica.edu</a>	(858) 546-0602
<b>CUYAMACA COLLEGE</b>	900 Rancho San Diego Parkway El Cajon, CA 92019 <a href="http://www.cuyamaca.net">http://www.cuyamaca.net</a>	(619) 660-4275
<b>PALOMAR COLLEGE</b>	1140 West Mission Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>PLATT COLLEGE, SAN DIEGO</b>	6250 El Cajon Boulevard San Diego, CA 92115 <a href="http://www.platt.edu">http://www.platt.edu</a>	(619) 265-0107
<b>POINT LOMA NAZARENE UNIVERSITY</b>	3900 Lomaland Drive San Diego, CA 92106 <a href="http://www.ptloma.edu">http://www.ptloma.edu</a>	(619) 849-2200
<b>SAN DIEGO CITY COLLEGE</b>	1313 12th Avenue San Diego, CA 92101 <a href="http://www.city.sdccd.cc.ca.us/">http://www.city.sdccd.cc.ca.us/</a>	(619) 230-2400
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER</b>	924 East Main Street El Cajon, CA 92021 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 590-3965
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS</b>	6735 Gifford Way San Diego, CA 92111 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(858) 627-7208
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER</b>	3750 Mary Lane Escondido, CA 92025 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(760) 739-7309
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER</b>	1355 Second Avenue Chula Vista, CA 91911 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 691-5611
<b>SKILL CENTERS OF AMERICA EDUCATIONAL INSTITUTE</b>	319 Rancho Santa Fe Road San Marcos, CA 92069 <a href="http://www.skillcenters.org">http://www.skillcenters.org</a>	(760) 736-2085
<b>SKILL CENTERS OF AMERICA EDUCATIONAL INSTITUTE</b>	6255 University Avenue, #1 A San Diego, CA 92115 <a href="http://www.skillcenters.org">http://www.skillcenters.org</a>	(619) 286-6001
<b>SOUTHWESTERN COLLEGE</b>	900 Otay Lakes Road Chula Vista, CA 91910 <a href="http://www.swc.cc.ca.us">http://www.swc.cc.ca.us</a>	(619) 421-6700

## OCCUPATIONAL THERAPY ASSISTANTS

### Occupational Therapy Assistant

<b>GROSSMONT COLLEGE</b>	8800 Grossmont College Drive El Cajon, CA 92020 <a href="http://www.grossmont.net">http://www.grossmont.net</a>	(619) 644-7000
<b>MARIC COLLEGE</b>	3666 Kearny Villa Road, Suite 100 San Diego, CA 92123 <a href="http://www.mariccollege.edu">http://www.mariccollege.edu</a>	(858) 279-4500

**SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST  
COUNTY SERVICE CENTER**

924 East Main Street El Cajon, CA 92021  
<http://www.sdcoe.k12.ca.us/rop>

(619) 590-3965

**PAINTERS AND PAPERHANGERS, CONSTRUCTION AND MAINTENANCE**

**Painter and Wall Coverer**

**ASSOCIATED GENERAL CONTRACTORS OF AMERICA**

6212 Ferris Square San Diego, CA 92121  
<http://www.agcsd.org>

(858) 558-0739

**SOUTHERN CALIFORNIA PAINTING AND DRYWALL INDUSTRIES  
APPRENTICESHIP TRUST**

8250 Vickers Street, Suite I San Diego, CA 92111  
Not Applicable

(619) 278-1710

**PERSONAL AND HOME CARE AIDES**

**Child Care and Guidance Workers and Managers, General**

**UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM**

9500 Gilman Drive, Department 0176-H La Jolla, CA 92093  
<http://www.extension.ucsd.edu>

(858) 534-3400

**Custodial, Housekeeping and Home Services Workers and Managers, General**

**GOODWILL INDUSTRIES**

3663 Rosecrans Street San Diego, CA 92110  
[http://www.goodwill.org/STATES/ca/san\\_diego.htm](http://www.goodwill.org/STATES/ca/san_diego.htm)

(619) 225-2200

**PERSONNEL, TRAINING, AND LABOR RELATIONS MANAGERS**

**Human Resources Management**

**AZUSA PACIFIC UNIVERSITY**

2820 Camino Del Rio South, Suite 100 San Diego, CA 92108  
<http://www.apu.edu>

(619) 718-9655

**CALIFORNIA PACIFIC UNIVERSITY**

9683 Tierra Grande Road, Suite 100 San Diego, CA 92126  
<http://www.cpu.edu>

(800) 458-9667

**CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES**

333 South Twin Oaks Valley Road San Marcos, CA 92096  
<http://www.csusm.edu/es>

(760) 750-4020

**CHAPMAN UNIVERSITY ACADEMIC CENTER**

7460 Mission Valley Road San Diego, CA 92108  
<http://www.chapman.edu>

(619) 296-8660

**KELLER CENTER GRADUATE SCHOOL OF MANAGEMENT**

2655 Camino Del Rio North, Suite 201 San Diego, CA 92108  
<http://www.keller.edu>

(619) 683-2446

**NATIONAL UNIVERSITY - KEARNY MESA**

3580 Aero Court San Diego, CA 92123  
<http://www.nu.edu/index.html>

(858) 642-2000

**NATIONAL UNIVERSITY - MISSION VALLEY**

4141 Camino Del Rio South San Diego, CA 92108  
<http://www.nu.edu/index.html>

(858) 642-2000

<b>NATIONAL UNIVERSITY - VISTA</b>	2022 University Drive Vista, CA 92083 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM</b>	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 <a href="http://www.extension.ucsd.edu">http://www.extension.ucsd.edu</a>	(858) 534-3400
<b>UNIVERSITY OF PHOENIX - NORTH COUNTY LEARNING CENTER</b>	2204 El Camino Real, Suite 200 Vista, CA 92083 <a href="http://www.phoenix.edu">http://www.phoenix.edu</a>	(800) 473-4346
<b>UNIVERSITY OF SAN DIEGO</b>	5998 Alcalá Park San Diego, CA 92110 <a href="http://www.acusd.edu">http://www.acusd.edu</a>	(619) 260-4600
<b>Labor/Personnel Relations and Studies</b>		
<b>SAN DIEGO CITY COLLEGE</b>	1313 12th Avenue San Diego, CA 92101 <a href="http://www.city.sdccd.cc.ca.us/">http://www.city.sdccd.cc.ca.us/</a>	(619) 230-2400

## PHARMACY TECHNICIANS

### Pharmacy Technician/Assistant

<b>ACADEMY OF PROFESSIONAL CAREERS</b>	8376 Hercules Street La Mesa, CA 91942 <a href="http://www.academyofhealthcareers.com">http://www.academyofhealthcareers.com</a>	(619) 461-5100
<b>ACADEMY OF PROFESSIONAL CAREERS</b>	6784 El Cajon Boulevard La Mesa, CA 91942 <a href="http://www.academyofhealthcareers.com">http://www.academyofhealthcareers.com</a>	(619) 461-5353
<b>GROSSMONT ADULT EDUCATION</b>	1100 Murray Drive El Cajon, CA 92020 Not Applicable	(619) 644-8016
<b>GROSSMONT HEALTH OCCUPATIONS CENTER</b>	9368 Oakbourne Road Santee, CA 92071 Not Applicable	(619) 579-4779
<b>PHARM-TECH</b>	P.O. Box 2082 Carlsbad, CA 92018 Not Applicable	(760) 591-2800
<b>PIMA MEDICAL INSTITUTE</b>	780 Bay Boulevard Chula Vista, CA 91910 <a href="http://www.pimamedical.com">http://www.pimamedical.com</a>	(619) 425-3200
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER</b>	924 East Main Street El Cajon, CA 92021 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 590-3965
<b>UNITED EDUCATION INSTITUTE</b>	310 Third Avenue, Suite C 6 Chula Vista, CA 91910 <a href="http://www.uei-edu.com">http://www.uei-edu.com</a>	(619) 409-4111
<b>VALLEY CAREER COLLEGE</b>	878 Jackman Street El Cajon, CA 92020 Not Applicable	(619) 593-5111

## PHYSICAL THERAPISTS

### Physical Therapy

<b>AZUSA PACIFIC UNIVERSITY</b>	2820 Camino Del Rio South, Suite 100 San Diego, CA 92108 <a href="http://www.apu.edu">http://www.apu.edu</a>	(619) 718-9655
<b>OLA GRIMSBY INSTITUTE</b>	4420 Hotel Circle Court, Suite 210 San Diego, CA 92108 <a href="http://www.olagrimsby.com">http://www.olagrimsby.com</a>	(619) 298-4116
<b>REESE MOVEMENT INSTITUTE INC</b>	2187 Newcastle Avenue, Suite 102 Cardiff, CA 92007 <a href="http://www.feldenkraisglobal.com">http://www.feldenkraisglobal.com</a>	(760) 436-9087

## PHYSICAL THERAPISTS ASSISTANTS

### Physical Therapy Assistant

<b>PIMA MEDICAL INSTITUTE</b>	780 Bay Boulevard Chula Vista, CA 91910 <a href="http://www.pimamedical.com">http://www.pimamedical.com</a>	(619) 425-3200
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER</b>	3750 Mary Lane Escondido, CA 92025 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(760) 739-7309
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER</b>	1355 Second Avenue Chula Vista, CA 91911 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 691-5611
<b>SAN DIEGO MESA COLLEGE</b>	7250 Mesa College Drive San Diego, CA 92111 <a href="http://www.sdmesa.cc.ca.us">http://www.sdmesa.cc.ca.us</a>	(619) 627-2600
<b>UNIVERSAL SCHOOLS AND COLLEGES OF HEALTH AND HUMAN SERVICES</b>	5365 Avenida Encinas, Suite E Carlsbad, CA 92006 Not Applicable	(760) 918-8198

## PLUMBERS, PIPEFITTERS, AND STEAMFITTERS

### Plumber and Pipefitter

<b>ASSOCIATED BUILDERS AND CONTRACTORS PROGRAM</b>	4499 Ruffin Road, Suite 300 San Diego, CA 92123 Not Applicable	(619) 492-9300
<b>PALOMAR COLLEGE</b>	1140 West Misson Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>SAN DIEGO CITY COLLEGE</b>	1313 12th Avenue San Diego, CA 92101 <a href="http://www.city.sdccd.cc.ca.us/">http://www.city.sdccd.cc.ca.us/</a>	(619) 230-2400
<b>SAN DIEGO COMMUNITY COLLEGE CENTRE CITY CONTINUING EDUCATION (ADULT EDUCATION) CENTER</b>	1400 Park Boulevard San Diego, CA 92101 <a href="http://www.sdccd.cc.ca.us">http://www.sdccd.cc.ca.us</a>	(619) 230-2370
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER</b>	924 East Main Street El Cajon, CA 92021 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 590-3965

**SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO  
SERVICE CENTER SAN DIEGO CITY SCHOOLS**

6735 Gifford Way San Diego, CA 92111  
<http://www.sdcoe.k12.ca.us/rop>

(858) 627-7208

**SAN DIEGO MESA COLLEGE**

7250 Mesa College Drive San Diego, CA 92111  
<http://www.sdmesa.cc.ca.us>

(619) 627-2600

## PURCHASING MANAGERS

### Business Administration and Management, General

**ABLE-DISABLED ADVOCACY**

2850 Sixth Avenue, Suite 311 San Diego, CA 92131  
Not Applicable

(619) 231-5990

**ALLIANT INTERNATIONAL UNIVERSITY**

10455 Pomerado Road San Diego, CA 92131  
<http://www.usiu.edu>

(858) 635-4772

**AZUSA PACIFIC UNIVERSITY**

2820 Camino Del Rio South, Suite 100 San Diego, CA 92108  
<http://www.apu.edu>

(619) 718-9655

**CALIFORNIA COLLEGE FOR HEALTH SCIENCES, CORRESPONDENCE  
DIVISION**

222 West 24th Street National City, CA 91950  
<http://www.cchs.edu>

(619) 477-4800

**CALIFORNIA PACIFIC UNIVERSITY**

9683 Tierra Grande Road, Suite 100 San Diego, CA 92126  
<http://www.cpu.edu>

(800) 458-9667

**CALIFORNIA STATE UNIVERSITY, SAN MARCOS**

333 South Twin Oaks Valley Road San Marcos, CA 92096  
<http://www.csusm.edu>

(760) 750-4000

**CHRISTIAN HERITAGE COLLEGE**

2100 Greenfield Drive El Cajon, CA 92019  
<http://www.christianheritage.edu>

(619) 440-3043

**CUYAMACA COLLEGE**

900 Rancho San Diego Parkway El Cajon, CA 92019  
<http://www.cuyamaca.net>

(619) 660-4275

**EDUCATION AMERICA UNIVERSITY**

123 Camino De La Reina North, #100 San Diego, CA 92108  
<http://www.commonwealth.edu>

(619) 686-8600

**GROSSMONT COLLEGE**

8800 Grossmont College Drive El Cajon, CA 92020  
<http://www.grossmont.net>

(619) 644-7000

**INTERNATIONAL SCHOOL OF MANAGEMENT THE**

1250 Sixth Avenue, Eighth Floor San Diego, CA 92101  
<http://www.ism.edu>

(619) 702-9400

**KELLER CENTER GRADUATE SCHOOL OF MANAGEMENT**

2655 Camino Del Rio North, Suite 201 San Diego, CA 92108  
<http://www.keller.edu>

(619) 683-2446

**KELSEY - JENNEY COLLEGE**

201 A Street San Diego, CA 92101  
<http://www.kelsey-jenney.com/>

(619) 233-7418

**KELSEY - JENNEY COLLEGE**

7310 Miramar Road, Suite 300 San Diego, CA 92126  
<http://www.kelsey-jenney.com/>

(858) 549-5070

<b>MIRA COSTA COLLEGE</b>	One Barnard Drive Oceanside, CA 92056 <a href="http://www.miracosta.cc.ca.us/">http://www.miracosta.cc.ca.us/</a>	(760) 757-2121
<b>NATIONAL UNIVERSITY - CHULA VISTA</b>	660 Bay Boulevard Chula Vista, CA 91910 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>NATIONAL UNIVERSITY - KEARNY MESA</b>	3580 Aero Court San Diego, CA 92123 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>NATIONAL UNIVERSITY - LA MESA</b>	7787 Alvarado Road La Mesa, CA 91941 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>NATIONAL UNIVERSITY - MISSION VALLEY</b>	4141 Camino Del Rio South San Diego, CA 92108 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>NATIONAL UNIVERSITY - VISTA</b>	2022 University Drive Vista, CA 92083 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>PALOMAR COLLEGE</b>	1140 West Mission Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>SAN DIEGO STATE UNIVERSITY</b>	5300 Campanile Drive San Diego, CA 92182 <a href="http://www.sdsu.edu/">http://www.sdsu.edu/</a>	(619) 594-5200
<b>SOUTHWESTERN COLLEGE</b>	900 Otay Lakes Road Chula Vista, CA 91910 <a href="http://www.swc.cc.ca.us">http://www.swc.cc.ca.us</a>	(619) 421-6700
<b>UNION INSTITUTE</b>	2878 Camino Del Rio South, Suite 115 San Diego, CA 92108 <a href="http://www.tui.edu/Programs/Undergrad/Centers/SanDiego.html">http://www.tui.edu/Programs/Undergrad/Centers/SanDiego.html</a>	(619) 491-0484
<b>UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM</b>	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 <a href="http://www.extension.ucsd.edu">http://www.extension.ucsd.edu</a>	(858) 534-3400
<b>UNIVERSITY OF PHOENIX</b>	3890 Murphy Canyon Road San Diego, CA 92123 <a href="http://www.phoenix.edu">http://www.phoenix.edu</a>	(800) 473-4346
<b>UNIVERSITY OF REDLANDS</b>	9040 Friars Road, Suite 310 San Diego, CA 92108 <a href="http://www.redlands.edu">http://www.redlands.edu</a>	(619) 284-9292
<b>UNIVERSITY OF SAN DIEGO</b>	5998 Alcalá Park San Diego, CA 92110 <a href="http://www.acusd.edu">http://www.acusd.edu</a>	(619) 260-4600
<b>WEBSTER UNIVERSITY</b>	6480 Weathers Place, Suite 104 San Diego, CA 92121 <a href="http://www.webster.edu/ca">http://www.webster.edu/ca</a>	(858) 458-9310

## QUALITY ASSURANCE TECHNICIANS

### Biological Technology/Technician

<b>MIRA COSTA COLLEGE</b>	One Barnard Drive Oceanside, CA 92056 <a href="http://www.miracosta.cc.ca.us/">http://www.miracosta.cc.ca.us/</a>	(760) 757-2121
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**Occupational Safety and Health Technology/Technician****UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM**

9500 Gilman Drive, Department 0176-H La Jolla, CA 92093  
<http://www.extension.ucsd.edu>

(858) 534-3400

**Quality Control Technology/Technician****PALOMAR COLLEGE**

1140 West Mission Road San Marcos, CA 92069  
<http://www.palomar.edu/>

(760) 744-1150

**RECEPTIONISTS AND INFORMATION CLERKS****General Office/Clerical and Typing Services****ABLE-DISABLED ADVOCACY**

2850 Sixth Avenue, Suite 311 San Diego, CA 92131  
Not Applicable

(619) 231-5990

**ACCESS, INC.**

2612 Daniel Avenue San Diego, CA 92111  
Not Applicable

(858) 560-8135

**ASSOCIATED TECHNICAL COLLEGE**

1593 East Vista Way Vista, CA 92084  
<http://www.associatedtechcollege.com>

(760) 643-0505

**ASSOCIATED TECHNICAL COLLEGE**

1475 Sixth Avenue San Diego, CA 92101  
<http://www.associatedtechcollege.com>

(619) 234-2181

**CHULA VISTA ADULT SCHOOL**

1034 Fourth Avenue Chula Vista, CA 91911  
Not Applicable

(619) 691-5760

**ESCONDIDO ADULT EDUCATION**

3750 Mary Lane Escondido, CA 92025  
Not Applicable

(760) 739-7300

**GOODWILL INDUSTRIES**

3663 Rosecrans Street San Diego, CA 92110  
[http://www.goodwill.org/STATES/ca/san\\_diego.htm](http://www.goodwill.org/STATES/ca/san_diego.htm)

(619) 225-2200

**GROSSMONT ADULT EDUCATION**

1100 Murray Drive El Cajon, CA 92020  
Not Applicable

(619) 644-8016

**MONTGOMERY ADULT SCHOOL**

3240 Palm Avenue San Diego, CA 92154  
Not Applicable

(619) 628-3017

**NATIONAL CITY ADULT SCHOOL**

517 West 24th Street National City, CA 91950  
Not Applicable

(619) 336-7037

**NORDSTROM BUSINESS INSTITUTE**

500 West Vista Way Vista, CA 92083  
Not Applicable

(760) 631-1360

**NORDSTROM BUSINESS INSTITUTE**

6160 Mission Gorge Road San Diego, CA 92120  
Not Applicable

(619) 281-4600

**SAN DIEGO COMMUNITY COLLEGE CENTRE CITY CONTINUING EDUCATION  
(ADULT EDUCATION) CENTER**

1400 Park Boulevard San Diego, CA 92101  
<http://www.sdccd.cc.ca.us>

(619) 230-2370

<b>SAN DIEGO COMMUNITY COLLEGE CESAR CHAVEZ CONTINUING EDUCATION (ADULT EDUCATION) CENTER</b>	1960 National Avenue San Diego, CA 92113 <a href="http://www.sdccd.cc.ca.us">http://www.sdccd.cc.ca.us</a>	(619) 230-2895
<b>SAN DIEGO COMMUNITY COLLEGE CONTINUING EDUCATION (ADULT EDUCATION) MID-CITY CENTER</b>	5348 University Avenue San Diego, CA 92105 <a href="http://www.sdccd.cc.ca.us">http://www.sdccd.cc.ca.us</a>	(619) 265-3455
<b>SAN DIEGO COMMUNITY COLLEGE CONTINUING EDUCATION (ADULT EDUCATION) NORTH CITY CENTER</b>	8401 Aero Drive San Diego, CA 92123 <a href="http://www.sdccd.cc.ca.us">http://www.sdccd.cc.ca.us</a>	(858) 627-2545
<b>SAN DIEGO COMMUNITY COLLEGE, EDUCATIONAL CULTURAL COMPLEX (ECC), CONTINUING EDUCATION CENTER</b>	4343 Ocean View Boulevard San Diego, CA 92113 <a href="http://www.sdccd.cc.ca.us">http://www.sdccd.cc.ca.us</a>	(619) 527-5258
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER</b>	924 East Main Street El Cajon, CA 92021 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 590-3965
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS</b>	6735 Gifford Way San Diego, CA 92111 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(858) 627-7208
<b>SAN YSIDRO CENTER ADULT SCHOOL</b>	4220 Otay Mesa Road San Ysidro, CA 92173 Not Applicable	(619) 662-4026
<b>VALLEY CAREER COLLEGE</b>	878 Jackman Street El Cajon, CA 92020 Not Applicable	(619) 593-5111

### Receptionist

<b>PALOMAR COLLEGE</b>	1140 West Mission Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
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## RECREATION WORKERS

### Child Care and Guidance Workers and Managers, General

<b>UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM</b>	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 <a href="http://www.extension.ucsd.edu">http://www.extension.ucsd.edu</a>	(858) 534-3400
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### Parks, Recreation and Leisure Facilities Management

<b>PALOMAR COLLEGE</b>	1140 West Mission Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>SAN DIEGO STATE UNIVERSITY</b>	5300 Campanile Drive San Diego, CA 92182 <a href="http://www.sdsu.edu/">http://www.sdsu.edu/</a>	(619) 594-5200

## ROOFERS

### Construction Trades, Other

<b>OPERATING ENGINEERS TRAINING TRUST</b>	3935 Normal Street San Diego, CA 92103 Not Applicable	(619) 295-3186
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**SALES REPRESENTATIVES, EXCEPT SCIENTIFIC AND RETAIL**

**Fashion Merchandising**

<b>FASHION CAREERS OF CALIFORNIA</b>	1923 Morena Boulevard San Diego, CA 92110 <a href="http://www.fashioncollege.com">http://www.fashioncollege.com</a>	(888) 322-2999
<b>PALOMAR COLLEGE</b>	1140 West Mission Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>POINT LOMA NAZARENE UNIVERSITY</b>	3900 Lomaland Drive San Diego, CA 92106 <a href="http://www.ptloma.edu">http://www.ptloma.edu</a>	(619) 849-2200
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS</b>	6735 Gifford Way San Diego, CA 92111 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(858) 627-7208
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER</b>	3750 Mary Lane Escondido, CA 92025 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(760) 739-7309

**Food Products Retailing and Wholesaling Operations**

<b>CHULA VISTA ADULT SCHOOL</b>	1034 Fourth Avenue Chula Vista, CA 91911 Not Applicable	(619) 691-5760
<b>MONTGOMERY ADULT SCHOOL</b>	3240 Palm Avenue San Diego, CA 92154 Not Applicable	(619) 628-3017
<b>SAN DIEGO MESA COLLEGE</b>	7250 Mesa College Drive San Diego, CA 92111 <a href="http://www.sdmesa.cc.ca.us">http://www.sdmesa.cc.ca.us</a>	(619) 627-2600

**General Retailing Operations**

<b>GOODWILL INDUSTRIES</b>	3663 Rosecrans Street San Diego, CA 92110 <a href="http://www.goodwill.org/STATES/ca/san_diego.htm">http://www.goodwill.org/STATES/ca/san_diego.htm</a>	(619) 225-2200
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER</b>	1355 Second Avenue Chula Vista, CA 91911 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 691-5611

**General Selling Skills and Sales Operations**

<b>SALES ALLIANCE INC.</b>	5230 Carroll Canyon Road, Suite 324 San Diego, CA 92121 <a href="http://www.sales-alliance.com">http://www.sales-alliance.com</a>	(858) 554-0900
<b>SANDLER SALES INSTITUTE OF SAN DIEGO</b>	3914 Murphy Canyon Road, Suite A-150 San Diego, CA 92123 <a href="http://www.whetstonegroup.com">http://www.whetstonegroup.com</a>	(858) 627-0726

<b>SKILL CENTERS OF AMERICA EDUCATIONAL INSTITUTE</b>	6255 University Avenue, #1 A San Diego, CA 92115 <a href="http://www.skillcenters.org">http://www.skillcenters.org</a>	(619) 286-6001
<b>SKILL CENTERS OF AMERICA EDUCATIONAL INSTITUTE</b>	319 Rancho Santa Fe Road San Marcos, CA 92069 <a href="http://www.skillcenters.org">http://www.skillcenters.org</a>	(760) 736-2085

### **SALES REPRESENTATIVES, SCIENTIFIC EXCEPT RETAIL**

#### **General Selling Skills and Sales Operations**

<b>SALES ALLIANCE INC.</b>	5230 Carroll Canyon Road, Suite 324 San Diego, CA 92121 <a href="http://www.sales-alliance.com">http://www.sales-alliance.com</a>	(858) 554-0900
<b>SANDLER SALES INSTITUTE OF SAN DIEGO</b>	3914 Murphy Canyon Road, Suite A-150 San Diego, CA 92123 <a href="http://www.whetstonegroup.com">http://www.whetstonegroup.com</a>	(858) 627-0726
<b>SKILL CENTERS OF AMERICA EDUCATIONAL INSTITUTE</b>	6255 University Avenue, #1 A San Diego, CA 92115 <a href="http://www.skillcenters.org">http://www.skillcenters.org</a>	(619) 286-6001
<b>SKILL CENTERS OF AMERICA EDUCATIONAL INSTITUTE</b>	319 Rancho Santa Fe Road San Marcos, CA 92069 <a href="http://www.skillcenters.org">http://www.skillcenters.org</a>	(760) 736-2085

### **SALESPERSONS, RETAIL EXCEPT VEHICLE SALES**

#### **Food Products Retailing and Wholesaling Operations**

<b>CHULA VISTA ADULT SCHOOL</b>	1034 Fourth Avenue Chula Vista, CA 91911 Not Applicable	(619) 691-5760
<b>MONTGOMERY ADULT SCHOOL</b>	3240 Palm Avenue San Diego, CA 92154 Not Applicable	(619) 628-3017
<b>SAN DIEGO MESA COLLEGE</b>	7250 Mesa College Drive San Diego, CA 92111 <a href="http://www.sdmesa.cc.ca.us">http://www.sdmesa.cc.ca.us</a>	(619) 627-2600

#### **General Retailing Operations**

<b>GOODWILL INDUSTRIES</b>	3663 Rosecrans Street San Diego, CA 92110 <a href="http://www.goodwill.org/STATES/ca/san_diego.htm">http://www.goodwill.org/STATES/ca/san_diego.htm</a>	(619) 225-2200
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER</b>	1355 Second Avenue Chula Vista, CA 91911 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 691-5611

#### **General Selling Skills and Sales Operations**

<b>SALES ALLIANCE INC.</b>	5230 Carroll Canyon Road, Suite 324 San Diego, CA 92121 <a href="http://www.sales-alliance.com">http://www.sales-alliance.com</a>	(858) 554-0900
<b>SANDLER SALES INSTITUTE OF SAN DIEGO</b>	3914 Murphy Canyon Road, Suite A-150 San Diego, CA 92123 <a href="http://www.whetstonegroup.com">http://www.whetstonegroup.com</a>	(858) 627-0726

<b>SKILL CENTERS OF AMERICA EDUCATIONAL INSTITUTE</b>	319 Rancho Santa Fe Road San Marcos, CA 92069 <a href="http://www.skillcenters.org">http://www.skillcenters.org</a>	(760) 736-2085
<b>SKILL CENTERS OF AMERICA EDUCATIONAL INSTITUTE</b>	6255 University Avenue, #1 A San Diego, CA 92115 <a href="http://www.skillcenters.org">http://www.skillcenters.org</a>	(619) 286-6001
<b>SECRETARIES, EXCEPT LEGAL AND MEDICAL</b>		
<b>Administrative Assistant/Secretarial Science, General</b>		
<b>CHULA VISTA ADULT SCHOOL</b>	1034 Fourth Avenue Chula Vista, CA 91911 Not Applicable	(619) 691-5760
<b>ESCONDIDO ADULT EDUCATION</b>	3750 Mary Lane Escondido, CA 92025 Not Applicable	(760) 739-7300
<b>INTERNATIONAL EDUCATIONAL SCHOOLS</b>	707 Broadway, Suite 200 San Diego, CA 92101 <a href="http://www.ieschools.com">http://www.ieschools.com</a>	(619) 515-9890
<b>KELSEY - JENNEY COLLEGE</b>	201 A Street San Diego, CA 92101 <a href="http://www.kelsey-jenney.com/">http://www.kelsey-jenney.com/</a>	(619) 233-7418
<b>KELSEY - JENNEY COLLEGE</b>	7310 Miramar Road, Suite 300 San Diego, CA 92126 <a href="http://www.kelsey-jenney.com/">http://www.kelsey-jenney.com/</a>	(858) 549-5070
<b>MIRA COSTA COLLEGE</b>	One Barnard Drive Oceanside, CA 92056 <a href="http://www.miracosta.cc.ca.us/">http://www.miracosta.cc.ca.us/</a>	(760) 757-2121
<b>NORDSTROM BUSINESS INSTITUTE</b>	6160 Mission Gorge Road San Diego, CA 92120 Not Applicable	(619) 281-4600
<b>NORDSTROM BUSINESS INSTITUTE</b>	500 West Vista Way Vista, CA 92083 Not Applicable	(760) 631-1360
<b>SAN DIEGO COMMUNITY COLLEGE CENTRE CITY CONTINUING EDUCATION (ADULT EDUCATION) CENTER</b>	1400 Park Boulevard San Diego, CA 92101 <a href="http://www.sdccd.cc.ca.us">http://www.sdccd.cc.ca.us</a>	(619) 230-2370
<b>SOUTHWESTERN COLLEGE</b>	900 Otay Lakes Road Chula Vista, CA 91910 <a href="http://www.swc.cc.ca.us">http://www.swc.cc.ca.us</a>	(619) 421-6700
<b>UNITED EDUCATION INSTITUTE</b>	310 Third Avenue, Suite C 6 Chula Vista, CA 91910 <a href="http://www.uei-edu.com">http://www.uei-edu.com</a>	(619) 409-4111
<b>UNITED EDUCATION INSTITUTE</b>	1323 Sixth Avenue San Diego, CA 92101 <a href="http://www.ueiglobal.com">http://www.ueiglobal.com</a>	(619) 544-9800

## SHEET METAL WORKERS

### Sheet Metal Worker

<b>ASSOCIATED BUILDERS AND CONTRACTORS PROGRAM</b>	4499 Ruffin Road, Suite 300 San Diego, CA 92123 Not Applicable	(619) 492-9300
<b>PALOMAR COLLEGE</b>	1140 West Mission Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>SAN DIEGO COMMUNITY COLLEGE CENTRE CITY CONTINUING EDUCATION (ADULT EDUCATION) CENTER</b>	1400 Park Boulevard San Diego, CA 92101 <a href="http://www.sdccd.cc.ca.us">http://www.sdccd.cc.ca.us</a>	(619) 230-2370
<b>SAN DIEGO MESA COLLEGE</b>	7250 Mesa College Drive San Diego, CA 92111 <a href="http://www.sdmesa.cc.ca.us">http://www.sdmesa.cc.ca.us</a>	(619) 627-2600
<b>SAN DIEGO SHEET METAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE</b>	4596 Mission Gorge Place San Diego, CA 92120 Not Applicable	(619) 265-2758

## SHERIFFS AND DEPUTY SHERIFFS

### Corrections/Correctional Administration

<b>GROSSMONT COLLEGE</b>	8800 Grossmont College Drive El Cajon, CA 92020 <a href="http://www.grossmont.net">http://www.grossmont.net</a>	(619) 644-7000
<b>PALOMAR COLLEGE</b>	1140 West Mission Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150

### Criminal Justice Studies

<b>CHAPMAN UNIVERSITY ACADEMIC CENTER</b>	7460 Mission Valley Road San Diego, CA 92108 <a href="http://www.chapman.edu">http://www.chapman.edu</a>	(619) 296-8660
<b>EDUCATION AMERICA UNIVERSITY</b>	123 Camino De La Reina North, #100 San Diego, CA 92108 <a href="http://www.commonwealth.edu">http://www.commonwealth.edu</a>	(619) 686-8600
<b>NATIONAL UNIVERSITY - CHULA VISTA</b>	660 Bay Boulevard Chula Vista, CA 91910 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>POINT LOMA NAZARENE UNIVERSITY</b>	3900 Lomaland Drive San Diego, CA 92106 <a href="http://www.ptloma.edu">http://www.ptloma.edu</a>	(619) 849-2200
<b>SAN DIEGO STATE UNIVERSITY</b>	5300 Campanile Drive San Diego, CA 92182 <a href="http://www.sdsu.edu/">http://www.sdsu.edu/</a>	(619) 594-5200
<b>UNION INSTITUTE</b>	2878 Camino Del Rio South, Suite 115 San Diego, CA 92108 <a href="http://www.tui.edu/Programs/Undergrad/Centers/SanDiego.html">http://www.tui.edu/Programs/Undergrad/Centers/SanDiego.html</a>	(619) 491-0484

**Criminal Justice/Law Enforcement Administration**

<b>GROSSMONT COLLEGE</b>	8800 Grossmont College Drive El Cajon, CA 92020 <a href="http://www.grossmont.net">http://www.grossmont.net</a>	(619) 644-7000
<b>SAN DIEGO STATE UNIVERSITY</b>	5300 Campanile Drive San Diego, CA 92182 <a href="http://www.sdsu.edu/">http://www.sdsu.edu/</a>	(619) 594-5200
<b>SOUTHWESTERN COLLEGE</b>	900 Otay Lakes Road Chula Vista, CA 91910 <a href="http://www.swc.cc.ca.us">http://www.swc.cc.ca.us</a>	(619) 421-6700

**Law Enforcement/Police Science**

<b>GROSSMONT COLLEGE</b>	8800 Grossmont College Drive El Cajon, CA 92020 <a href="http://www.grossmont.net">http://www.grossmont.net</a>	(619) 644-7000
<b>PALOMAR COLLEGE</b>	1140 West Misson Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER</b>	924 East Main Street El Cajon, CA 92021 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 590-3965
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS</b>	6735 Gifford Way San Diego, CA 92111 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(858) 627-7208
<b>SAN DIEGO MIRAMAR COLLEGE</b>	10440 Black Mountain Road San Diego, CA 92126 <a href="http://www.miramar.sdccd.cc.ca.us">http://www.miramar.sdccd.cc.ca.us</a>	(858) 627-2545

**SOFTWARE ENGINEERS****Computer Engineering**

<b>COLEMAN COLLEGE</b>	7380 Parkway Drive La Mesa, CA 91942 <a href="http://www.coleman.edu">http://www.coleman.edu</a>	(619) 465-3990
<b>COLEMAN COLLEGE</b>	1284 West San Marcos Boulevard, Suite 110 San Marcos, CA 92069 <a href="http://www.coleman.edu">http://www.coleman.edu</a>	(760) 747-3990
<b>DEFENSE CONVERSION CENTER - SAN DIEGO STATE UNIVERSITY</b>	5178 College Avenue San Diego, CA 92182 <a href="http://www.foundation.sdsu.edu/defcon/index.html">http://www.foundation.sdsu.edu/defcon/index.html</a>	(619) 594-4922
<b>SAN DIEGO STATE UNIVERSITY</b>	5300 Campanile Drive San Diego, CA 92182 <a href="http://www.sdsu.edu/">http://www.sdsu.edu/</a>	(619) 594-5200
<b>UNIVERSITY OF CALIFORNIA, SAN DIEGO</b>	9500 Gilman Drive La Jolla, CA 92093 <a href="http://www.ucsd.edu">http://www.ucsd.edu</a>	(858) 534-2230
<b>UNIVERSITY OF SAN DIEGO</b>	5998 Alcalá Park San Diego, CA 92110 <a href="http://www.acusd.edu">http://www.acusd.edu</a>	(619) 260-4600
<b>VORTEX DATA SYSTEMS INC</b>	7480 Misson Valley Road, Suite 100 San Diego, CA 92108 <a href="http://www.vortexdata.com">http://www.vortexdata.com</a>	(619) 497-6400

## STOCK CLERKS, STOCKROOM, WAREHOUSE, OR STORAGE YARD

### General Distribution Operations

<b>GOODWILL INDUSTRIES</b>	3663 Rosecrans Street San Diego, CA 92110 <a href="http://www.goodwill.org/STATES/ca/san_diego.htm">http://www.goodwill.org/STATES/ca/san_diego.htm</a>	(619) 225-2200
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## TEACHERS AND INSTRUCTORS, VOCATIONAL EDUCATION AND TRAINING

### Education, General

<b>AZUSA PACIFIC UNIVERSITY</b>	2820 Camino Del Rio South, Suite 100 San Diego, CA 92108 <a href="http://www.apu.edu">http://www.apu.edu</a>	(619) 718-9655
<b>CALIFORNIA STATE UNIVERSITY, SAN MARCOS</b>	333 South Twin Oaks Valley Road San Marcos, CA 92096 <a href="http://www.csusm.edu">http://www.csusm.edu</a>	(760) 750-4000
<b>CHRISTIAN HERITAGE COLLEGE</b>	2100 Greenfield Drive El Cajon, CA 92019 <a href="http://www.christianheritage.edu">http://www.christianheritage.edu</a>	(619) 440-3043
<b>NATIONAL UNIVERSITY - CHULA VISTA</b>	660 Bay Boulevard Chula Vista, CA 91910 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>NATIONAL UNIVERSITY - LA MESA</b>	7787 Alvarado Road La Mesa, CA 91941 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>SAN DIEGO MIRAMAR COLLEGE</b>	10440 Black Mountain Road San Diego, CA 92126 <a href="http://www.miramar.sdccd.cc.ca.us">http://www.miramar.sdccd.cc.ca.us</a>	(858) 627-2545
<b>SAN DIEGO STATE UNIVERSITY</b>	5300 Campanile Drive San Diego, CA 92182 <a href="http://www.sdsu.edu/">http://www.sdsu.edu/</a>	(619) 594-5200
<b>UNION INSTITUTE</b>	2878 Camino Del Rio South, Suite 115 San Diego, CA 92108 <a href="http://www.tui.edu/Programs/Undergrad/Centers/SanDiego.html">http://www.tui.edu/Programs/Undergrad/Centers/SanDiego.html</a>	(619) 491-0484
<b>UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM</b>	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 <a href="http://www.extension.ucsd.edu">http://www.extension.ucsd.edu</a>	(858) 534-3400

## TEACHERS, ELEMENTARY SCHOOL

### Education, General

<b>AZUSA PACIFIC UNIVERSITY</b>	2820 Camino Del Rio South, Suite 100 San Diego, CA 92108 <a href="http://www.apu.edu">http://www.apu.edu</a>	(619) 718-9655
<b>CALIFORNIA STATE UNIVERSITY, SAN MARCOS</b>	333 South Twin Oaks Valley Road San Marcos, CA 92096 <a href="http://www.csusm.edu">http://www.csusm.edu</a>	(760) 750-4000
<b>CHRISTIAN HERITAGE COLLEGE</b>	2100 Greenfield Drive El Cajon, CA 92019 <a href="http://www.christianheritage.edu">http://www.christianheritage.edu</a>	(619) 440-3043



<b>NATIONAL UNIVERSITY - CHULA VISTA</b>	660 Bay Boulevard Chula Vista, CA 91910 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>NATIONAL UNIVERSITY - LA MESA</b>	7787 Alvarado Road La Mesa, CA 91941 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>SAN DIEGO MIRAMAR COLLEGE</b>	10440 Black Mountain Road San Diego, CA 92126 <a href="http://www.miramar.sdccd.cc.ca.us">http://www.miramar.sdccd.cc.ca.us</a>	(858) 627-2545
<b>SAN DIEGO STATE UNIVERSITY</b>	5300 Campanile Drive San Diego, CA 92182 <a href="http://www.sdsu.edu/">http://www.sdsu.edu/</a>	(619) 594-5200
<b>UNION INSTITUTE</b>	2878 Camino Del Rio South, Suite 115 San Diego, CA 92108 <a href="http://www.tui.edu/Programs/Undergrad/Centers/SanDiego.html">http://www.tui.edu/Programs/Undergrad/Centers/SanDiego.html</a>	(619) 491-0484
<b>UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM</b>	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 <a href="http://www.extension.ucsd.edu">http://www.extension.ucsd.edu</a>	(858) 534-3400
<b>Elementary Teacher Education</b>		
<b>UNIVERSITY OF CALIFORNIA, SAN DIEGO</b>	9500 Gilman Drive La Jolla, CA 92093 <a href="http://www.ucsd.edu">http://www.ucsd.edu</a>	(858) 534-2230
<b>English Teacher Education</b>		
<b>ALLIANT INTERNATIONAL UNIVERSITY</b>	10455 Pomerado Road San Diego, CA 92131 <a href="http://www.usiu.edu">http://www.usiu.edu</a>	(858) 635-4772
<b>AZUSA PACIFIC UNIVERSITY</b>	2820 Camino Del Rio South, Suite 100 San Diego, CA 92108 <a href="http://www.apu.edu">http://www.apu.edu</a>	(619) 718-9655
<b>Music Teacher Education</b>		
<b>AZUSA PACIFIC UNIVERSITY</b>	2820 Camino Del Rio South, Suite 100 San Diego, CA 92108 <a href="http://www.apu.edu">http://www.apu.edu</a>	(619) 718-9655
<b>Teacher Education, Specific Academic and Vocational Programs, Other</b>		
<b>CARLSBAD SCHOOLS INC, THE PROGRESSIVE MONTESSORI INSTITUTE</b>	740 Pine Avenue Carlsbad, CA 92008 Not Applicable	(760) 434-4161
<b>MONTESSORI INSTITUTE OF SAN DIEGO</b>	7467 Draper Avenue La Jolla, CA 92037 <a href="http://www.montessoriamisd.com">http://www.montessoriamisd.com</a>	(858) 454-3748
<b>MONTESSORI TRAINING CENTER OF SAN DIEGO</b>	4544 Pocahontas Avenue San Diego, CA 92117 <a href="http://www.montessoriconnections.com">www.montessoriconnections.com</a>	(858) 270-9350
<b>UNIVERSITY OF CALIFORNIA, SAN DIEGO</b>	9500 Gilman Drive La Jolla, CA 92093 <a href="http://www.ucsd.edu">http://www.ucsd.edu</a>	(858) 534-2230

## TEACHERS, PRESCHOOL

### Child Care and Guidance Workers and Managers, General

<b>UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM</b>	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 <a href="http://www.extension.ucsd.edu">http://www.extension.ucsd.edu</a>	(858) 534-3400
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### Education, General

<b>AZUSA PACIFIC UNIVERSITY</b>	2820 Camino Del Rio South, Suite 100 San Diego, CA 92108 <a href="http://www.apu.edu">http://www.apu.edu</a>	(619) 718-9655
<b>CALIFORNIA STATE UNIVERSITY, SAN MARCOS</b>	333 South Twin Oaks Valley Road San Marcos, CA 92096 <a href="http://www.csusm.edu">http://www.csusm.edu</a>	(760) 750-4000
<b>CHRISTIAN HERITAGE COLLEGE</b>	2100 Greenfield Drive El Cajon, CA 92019 <a href="http://www.christianheritage.edu">http://www.christianheritage.edu</a>	(619) 440-3043
<b>NATIONAL UNIVERSITY - CHULA VISTA</b>	660 Bay Boulevard Chula Vista, CA 91910 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>NATIONAL UNIVERSITY - LA MESA</b>	7787 Alvarado Road La Mesa, CA 91941 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>SAN DIEGO MIRAMAR COLLEGE</b>	10440 Black Mountain Road San Diego, CA 92126 <a href="http://www.miramar.sdccd.cc.ca.us">http://www.miramar.sdccd.cc.ca.us</a>	(858) 627-2545
<b>SAN DIEGO STATE UNIVERSITY</b>	5300 Campanile Drive San Diego, CA 92182 <a href="http://www.sdsu.edu/">http://www.sdsu.edu/</a>	(619) 594-5200
<b>UNION INSTITUTE</b>	2878 Camino Del Rio South, Suite 115 San Diego, CA 92108 <a href="http://www.tui.edu/Programs/Undergrad/Centers/SanDiego.html">http://www.tui.edu/Programs/Undergrad/Centers/SanDiego.html</a>	(619) 491-0484
<b>UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM</b>	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 <a href="http://www.extension.ucsd.edu">http://www.extension.ucsd.edu</a>	(858) 534-3400

## TEACHERS, SECONDARY SCHOOL

### Education, General

<b>AZUSA PACIFIC UNIVERSITY</b>	2820 Camino Del Rio South, Suite 100 San Diego, CA 92108 <a href="http://www.apu.edu">http://www.apu.edu</a>	(619) 718-9655
<b>CALIFORNIA STATE UNIVERSITY, SAN MARCOS</b>	333 South Twin Oaks Valley Road San Marcos, CA 92096 <a href="http://www.csusm.edu">http://www.csusm.edu</a>	(760) 750-4000
<b>CHRISTIAN HERITAGE COLLEGE</b>	2100 Greenfield Drive El Cajon, CA 92019 <a href="http://www.christianheritage.edu">http://www.christianheritage.edu</a>	(619) 440-3043
<b>NATIONAL UNIVERSITY - CHULA VISTA</b>	660 Bay Boulevard Chula Vista, CA 91910 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000

<b>NATIONAL UNIVERSITY - LA MESA</b>	7787 Alvarado Road La Mesa, CA 91941 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>SAN DIEGO MIRAMAR COLLEGE</b>	10440 Black Mountain Road San Diego, CA 92126 <a href="http://www.miramar.sdccd.cc.ca.us">http://www.miramar.sdccd.cc.ca.us</a>	(858) 627-2545
<b>SAN DIEGO STATE UNIVERSITY</b>	5300 Campanile Drive San Diego, CA 92182 <a href="http://www.sdsu.edu/">http://www.sdsu.edu/</a>	(619) 594-5200
<b>UNION INSTITUTE</b>	2878 Camino Del Rio South, Suite 115 San Diego, CA 92108 <a href="http://www.tui.edu/Programs/Undergrad/Centers/SanDiego.html">http://www.tui.edu/Programs/Undergrad/Centers/SanDiego.html</a>	(619) 491-0484
<b>UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM</b>	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 <a href="http://www.extension.ucsd.edu">http://www.extension.ucsd.edu</a>	(858) 534-3400
<b>English Teacher Education</b>		
<b>ALLIANT INTERNATIONAL UNIVERSITY</b>	10455 Pomerado Road San Diego, CA 92131 <a href="http://www.usiu.edu">http://www.usiu.edu</a>	(858) 635-4772
<b>AZUSA PACIFIC UNIVERSITY</b>	2820 Camino Del Rio South, Suite 100 San Diego, CA 92108 <a href="http://www.apu.edu">http://www.apu.edu</a>	(619) 718-9655
<b>Music Teacher Education</b>		
<b>AZUSA PACIFIC UNIVERSITY</b>	2820 Camino Del Rio South, Suite 100 San Diego, CA 92108 <a href="http://www.apu.edu">http://www.apu.edu</a>	(619) 718-9655
<b>Physical Education Teaching and Coaching</b>		
<b>PALOMAR COLLEGE</b>	1140 West Mission Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>POINT LOMA NAZARENE UNIVERSITY</b>	3900 Lomaland Drive San Diego, CA 92106 <a href="http://www.ptloma.edu">http://www.ptloma.edu</a>	(619) 849-2200
<b>SAN DIEGO STATE UNIVERSITY</b>	5300 Campanile Drive San Diego, CA 92182 <a href="http://www.sdsu.edu/">http://www.sdsu.edu/</a>	(619) 594-5200
<b>SOUTHWESTERN COLLEGE</b>	900 Otay Lakes Road Chula Vista, CA 91910 <a href="http://www.swc.cc.ca.us">http://www.swc.cc.ca.us</a>	(619) 421-6700
<b>UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM</b>	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 <a href="http://www.extension.ucsd.edu">http://www.extension.ucsd.edu</a>	(858) 534-3400
<b>Teacher Education, Specific Academic and Vocational Programs, Other</b>		
<b>CARLSBAD SCHOOLS INC, THE PROGRESSIVE MONTESSORI INSTITUTE</b>	740 Pine Avenue Carlsbad, CA 92008 Not Applicable	(760) 434-4161
<b>MONTESSORI INSTITUTE OF SAN DIEGO</b>	7467 Draper Avenue La Jolla, CA 92037 <a href="http://www.montessoriamisd.com">http://www.montessoriamisd.com</a>	(858) 454-3748

<b>MONTESSORI TRAINING CENTER OF SAN DIEGO</b>	4544 Pocahontas Avenue San Diego, CA 92117 www.montessoriconnections.com	(858) 270-9350
<b>UNIVERSITY OF CALIFORNIA, SAN DIEGO</b>	9500 Gilman Drive La Jolla, CA 92093 http://www.ucsd.edu	(858) 534-2230

## TEACHERS, SPECIAL EDUCATION

### Special Education, General

<b>NATIONAL UNIVERSITY - BALBOA</b>	4719 Viewridge Avenue San Diego, CA 92123 http://www.nu.edu/index.html	(858) 642-2000
<b>NATIONAL UNIVERSITY - CHULA VISTA</b>	660 Bay Boulevard Chula Vista, CA 91910 http://www.nu.edu/index.html	(858) 642-2000
<b>NATIONAL UNIVERSITY - KEARNY MESA</b>	3580 Aero Court San Diego, CA 92123 http://www.nu.edu/index.html	(858) 642-2000
<b>NATIONAL UNIVERSITY - LA MESA</b>	7787 Alvarado Road La Mesa, CA 91941 http://www.nu.edu/index.html	(858) 642-2000
<b>NATIONAL UNIVERSITY - MISSION VALLEY</b>	4141 Camino Del Rio South San Diego, CA 92108 http://www.nu.edu/index.html	(858) 642-2000
<b>NATIONAL UNIVERSITY - VISTA</b>	2022 University Drive Vista, CA 92083 http://www.nu.edu/index.html	(858) 642-2000

## TELECOMMUNICATIONS TECHNICIANS

### Communications Technologies/Technicians, Other

<b>ADVANCED CAREER TRAINING</b>	10085 Scripps Ranch Court, Suite D San Diego, CA 92131 http://www.advancedcareertraining.com	(858) 547-4160
<b>ADVANCED TRAINING ASSOCIATES</b>	1870 Joe Crosson Drive El Cajon, CA 92020 Not Applicable	(619) 596-2766
<b>APPLIED PROFESSIONAL TRAINING INC</b>	6976 Mimosa Drive Carlsbad, CA 92009 http://www.aptc.com	(800) 431-8488
<b>ASSOCIATED TECHNICAL COLLEGE</b>	1475 Sixth Avenue San Diego, CA 92101 http://www.associatedtechcollege.com	(619) 234-2181
<b>ASSOCIATED TECHNICAL COLLEGE</b>	1593 East Vista Way Vista, CA 92084 http://www.associatedtechcollege.com	(760) 643-0505
<b>AVIATION AND ELECTRONIC SCHOOLS OF AMERICA</b>	7940 Siverton Avenue, #101 San Diego, CA 92126 http://www.aesa.com	(800) 325-2472

<b>RWM FIBER OPTICS</b>	7875 Convoy Street, Suite 4 San Diego, CA 92111 <a href="http://www.rwm.org/rwm/fib.html">http://www.rwm.org/rwm/fib.html</a>	(805) 497-0391
<b>SOUTHERN CALIFORNIA CNC TRAINING CENTER</b>	340 Rancho Drive, Suite 166 SAN MARCO, CA 92069 <a href="http://www.nctc.nu">http://www.nctc.nu</a>	(760) 805-1572
<b>VALLEY CAREER COLLEGE</b>	878 Jackman Street El Cajon, CA 92020 Not Applicable	(619) 593-5111
<b>Electrical, and Electronic Engineering-Related Technologies/Technicians, Other</b>		
<b>CUYAMACA COLLEGE</b>	900 Rancho San Diego Parkway El Cajon, CA 92019 <a href="http://www.cuyamaca.net">http://www.cuyamaca.net</a>	(619) 660-4275
<b>ITT TECHNICAL INSTITUTE</b>	9680 Granite Ridge Drive San Diego, CA 92123 <a href="http://www.itt-tech.edu/">http://www.itt-tech.edu/</a>	(858) 571-8500
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER</b>	924 East Main Street El Cajon, CA 92021 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 590-3965
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS</b>	6735 Gifford Way San Diego, CA 92111 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(858) 627-7208
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER</b>	3750 Mary Lane Escondido, CA 92025 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(760) 739-7309
<b>Electrical, Electronic, and Communication Engineering Technology/Technician</b>		
<b>APPLIED PROFESSIONAL TRAINING INC</b>	6976 Mimosa Drive Carlsbad, CA 92009 <a href="http://www.aptc.com">http://www.aptc.com</a>	(800) 431-8488
<b>PALOMAR COLLEGE</b>	1140 West Mission Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>TELEPHONE AND CABLE T.V. LINE INSTALLERS AND REPAIRERS</b>		
<b>Communication Systems Installer and Repairer</b>		
<b>ASSOCIATED TECHNICAL COLLEGE</b>	1593 East Vista Way Vista, CA 92084 <a href="http://www.associatedtechcollege.com">http://www.associatedtechcollege.com</a>	(760) 643-0505
<b>ASSOCIATED TECHNICAL COLLEGE</b>	1475 Sixth Avenue San Diego, CA 92101 <a href="http://www.associatedtechcollege.com">http://www.associatedtechcollege.com</a>	(619) 234-2181
<b>PALOMAR COLLEGE</b>	1140 West Mission Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150

## TOOL AND DIE MAKERS

### Tool and Die Maker/Technologist

<b>CHULA VISTA ADULT SCHOOL</b>	1034 Fourth Avenue Chula Vista, CA 91911 Not Applicable	(619) 691-5760
<b>DAVIS TECHNOLOGIES</b>	13200 Kirkham Way, Suite 114 Poway, CA 92064 <a href="http://www.davistechcenters.com">http://www.davistechcenters.com</a>	(858) 748-9692
<b>MIRA COSTA COLLEGE</b>	One Barnard Drive Oceanside, CA 92056 <a href="http://www.miracosta.cc.ca.us/">http://www.miracosta.cc.ca.us/</a>	(760) 757-2121
<b>SAN DIEGO CITY COLLEGE</b>	1313 12th Avenue San Diego, CA 92101 <a href="http://www.city.sdccd.cc.ca.us/">http://www.city.sdccd.cc.ca.us/</a>	(619) 230-2400

## TRUCK DRIVERS, HEAVY OR TRACTOR TRAILERS

### Truck, Bus and Other Commercial Vehicle Operator

<b>CHULA VISTA ADULT SCHOOL</b>	1034 Fourth Avenue Chula Vista, CA 91911 Not Applicable	(619) 691-5760
<b>GROSSMONT ADULT EDUCATION</b>	1100 Murray Drive El Cajon, CA 92020 Not Applicable	(619) 644-8016
<b>MOMAX TRUCK DRIVING SCHOOL</b>	2222 Verus Street, Suite B Chula Vista, CA 92154 Not Applicable	(619) 575-1006
<b>SAN DIEGO CITY COLLEGE</b>	1313 12th Avenue San Diego, CA 92101 <a href="http://www.city.sdccd.cc.ca.us/">http://www.city.sdccd.cc.ca.us/</a>	(619) 230-2400
<b>SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER</b>	924 East Main Street El Cajon, CA 92021 <a href="http://www.sdcoe.k12.ca.us/rop">http://www.sdcoe.k12.ca.us/rop</a>	(619) 590-3965
<b>UNITED TRUCK DRIVING SCHOOL</b>	2425 Camino Del Rio South, #250 San Diego, CA 92108 <a href="http://www.drivetruck.com">http://www.drivetruck.com</a>	(619) 296-2020
<b>WESTERN TRUCK SCHOOL</b>	1902 Campo Road Spring Valley, CA 91978 Not Applicable	(800) 929-1319

## VOCATIONAL AND EDUCATIONAL COUNSELORS

### Counselor Education Counseling and Guidance Services

<b>CATHEDRAL BIBLE COLLEGE</b>	927 Idaho Avenue Escondido, CA 92025 <a href="http://www.cotvbiblecollege.edu">http://www.cotvbiblecollege.edu</a>	(760) 745-9826
<b>LINDA VISTA BAPTIST BIBLE COLLEGE AND SEMINARY</b>	2075 East Madison Avenue El Cajon, CA 92019 <a href="http://www.scbcs.edu">http://www.scbcs.edu</a>	(619) 442-9841

<b>NATIONAL UNIVERSITY - BALBOA</b>	4719 Viewridge Avenue San Diego, CA 92123 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>NATIONAL UNIVERSITY - CHULA VISTA</b>	660 Bay Boulevard Chula Vista, CA 91910 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>NATIONAL UNIVERSITY - LA MESA</b>	7787 Alvarado Road La Mesa, CA 91941 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>NATIONAL UNIVERSITY - MISSION VALLEY</b>	4141 Camino Del Rio South San Diego, CA 92108 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>POINT LOMA NAZARENE UNIVERSITY</b>	3900 Lomaland Drive San Diego, CA 92106 <a href="http://www.ptloma.edu">http://www.ptloma.edu</a>	(619) 849-2200
<b>SAN DIEGO STATE UNIVERSITY</b>	5300 Campanile Drive San Diego, CA 92182 <a href="http://www.sdsu.edu/">http://www.sdsu.edu/</a>	(619) 594-5200
<b>UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM</b>	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 <a href="http://www.extension.ucsd.edu">http://www.extension.ucsd.edu</a>	(858) 534-3400
<b>UNIVERSITY OF PHOENIX</b>	3890 Murphy Canyon Road San Diego, CA 92123 <a href="http://www.phoenix.edu">http://www.phoenix.edu</a>	(800) 473-4346
<b>UNIVERSITY OF SAN DIEGO</b>	5998 Alcalá Park San Diego, CA 92110 <a href="http://www.acusd.edu">http://www.acusd.edu</a>	(619) 260-4600
<b>VISION INTERNATIONAL UNIVERSITY</b>	940 Montecito Way Ramona, CA 92065 <a href="http://www.viu.com">http://www.viu.com</a>	(760) 789-4700

### **School Psychology**

<b>NATIONAL UNIVERSITY - MISSION VALLEY</b>	4141 Camino Del Rio South San Diego, CA 92108 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>NATIONAL UNIVERSITY - VISTA</b>	2022 University Drive Vista, CA 92083 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000

## **WRITERS AND EDITORS**

### **Broadcast Journalism**

<b>POINT LOMA NAZARENE UNIVERSITY</b>	3900 Lomaland Drive San Diego, CA 92106 <a href="http://www.ptloma.edu">http://www.ptloma.edu</a>	(619) 849-2200
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### **Communications, General**

<b>ALLIANT INTERNATIONAL UNIVERSITY</b>	10455 Pomerado Road San Diego, CA 92131 <a href="http://www.usiu.edu">http://www.usiu.edu</a>	(858) 635-4772
<b>CALIFORNIA STATE UNIVERSITY, SAN MARCOS</b>	333 South Twin Oaks Valley Road San Marcos, CA 92096 <a href="http://www.csusm.edu">http://www.csusm.edu</a>	(760) 750-4000

<b>POINT LOMA NAZARENE UNIVERSITY</b>	3900 Lomaland Drive San Diego, CA 92106 <a href="http://www.ptloma.edu">http://www.ptloma.edu</a>	(619) 849-2200
<b>SAN DIEGO COMMUNITY COLLEGE CENTRE CITY CONTINUING EDUCATION (ADULT EDUCATION) CENTER</b>	1400 Park Boulevard San Diego, CA 92101 <a href="http://www.sdccd.cc.ca.us">http://www.sdccd.cc.ca.us</a>	(619) 230-2370
<b>SAN DIEGO COMMUNITY COLLEGE CONTINUING EDUCATION (ADULT EDUCATION) MID-CITY CENTER</b>	5348 University Avenue San Diego, CA 92105 <a href="http://www.sdccd.cc.ca.us">http://www.sdccd.cc.ca.us</a>	(619) 265-3455
<b>SAN DIEGO STATE UNIVERSITY</b>	5300 Campanile Drive San Diego, CA 92182 <a href="http://www.sdsu.edu/">http://www.sdsu.edu/</a>	(619) 594-5200
<b>SOUTHWESTERN COLLEGE</b>	900 Otay Lakes Road Chula Vista, CA 91910 <a href="http://www.swc.cc.ca.us">http://www.swc.cc.ca.us</a>	(619) 421-6700
<b>UNION INSTITUTE</b>	2878 Camino Del Rio South, Suite 115 San Diego, CA 92108 <a href="http://www.tui.edu/Programs/Undergrad/Centers/SanDiego.html">http://www.tui.edu/Programs/Undergrad/Centers/SanDiego.html</a>	(619) 491-0484
<b>UNIVERSITY OF CALIFORNIA, SAN DIEGO</b>	9500 Gilman Drive La Jolla, CA 92093 <a href="http://www.ucsd.edu">http://www.ucsd.edu</a>	(858) 534-2230
<b>UNIVERSITY OF SAN DIEGO</b>	5998 Alcalá Park San Diego, CA 92110 <a href="http://www.acusd.edu">http://www.acusd.edu</a>	(619) 260-4600
<b>Communications, Other</b>		
<b>UNIVERSITY OF REDLANDS</b>	9040 Friars Road, Suite 310 San Diego, CA 92108 <a href="http://www.redlands.edu">http://www.redlands.edu</a>	(619) 284-9292
<b>English Creative Writing</b>		
<b>GROSSMONT ADULT EDUCATION</b>	1100 Murray Drive El Cajon, CA 92020 Not Applicable	(619) 644-8016
<b>GROSSMONT COLLEGE</b>	8800 Grossmont College Drive El Cajon, CA 92020 <a href="http://www.grossmont.net">http://www.grossmont.net</a>	(619) 644-7000
<b>SAN DIEGO COMMUNITY COLLEGE CENTRE CITY CONTINUING EDUCATION (ADULT EDUCATION) CENTER</b>	1400 Park Boulevard San Diego, CA 92101 <a href="http://www.sdccd.cc.ca.us">http://www.sdccd.cc.ca.us</a>	(619) 230-2370
<b>SAN DIEGO STATE UNIVERSITY</b>	5300 Campanile Drive San Diego, CA 92182 <a href="http://www.sdsu.edu/">http://www.sdsu.edu/</a>	(619) 594-5200
<b>UNIVERSITY OF CALIFORNIA, SAN DIEGO</b>	9500 Gilman Drive La Jolla, CA 92093 <a href="http://www.ucsd.edu">http://www.ucsd.edu</a>	(858) 534-2230
<b>English Technical and Business Writing</b>		
<b>CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES</b>	333 South Twin Oaks Valley Road San Marcos, CA 92096 <a href="http://www.csusm.edu/es">http://www.csusm.edu/es</a>	(760) 750-4020



<b>POINT LOMA NAZARENE UNIVERSITY</b>	3900 Lomaland Drive San Diego, CA 92106 <a href="http://www.ptloma.edu">http://www.ptloma.edu</a>	(619) 849-2200
<b>SAN DIEGO STATE UNIVERSITY</b>	5300 Campanile Drive San Diego, CA 92182 <a href="http://www.sdsu.edu/">http://www.sdsu.edu/</a>	(619) 594-5200
<b>Journalism</b>		
<b>PALOMAR COLLEGE</b>	1140 West Misson Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>POINT LOMA NAZARENE UNIVERSITY</b>	3900 Lomaland Drive San Diego, CA 92106 <a href="http://www.ptloma.edu">http://www.ptloma.edu</a>	(619) 849-2200
<b>SAN DIEGO MESA COLLEGE</b>	7250 Mesa College Drive San Diego, CA 92111 <a href="http://www.sdmesa.cc.ca.us">http://www.sdmesa.cc.ca.us</a>	(619) 627-2600
<b>SAN DIEGO MIRAMAR COLLEGE</b>	10440 Black Mountain Road San Diego, CA 92126 <a href="http://www.miramar.sdccd.cc.ca.us">http://www.miramar.sdccd.cc.ca.us</a>	(858) 627-2545
<b>SAN DIEGO STATE UNIVERSITY</b>	5300 Campanile Drive San Diego, CA 92182 <a href="http://www.sdsu.edu/">http://www.sdsu.edu/</a>	(619) 594-5200
<b>SOUTHWESTERN COLLEGE</b>	900 Otay Lakes Road Chula Vista, CA 91910 <a href="http://www.swc.cc.ca.us">http://www.swc.cc.ca.us</a>	(619) 421-6700
<b>Mass Communications</b>		
<b>NATIONAL UNIVERSITY - MISSION VALLEY</b>	4141 Camino Del Rio South San Diego, CA 92108 <a href="http://www.nu.edu/index.html">http://www.nu.edu/index.html</a>	(858) 642-2000
<b>Radio and Television Broadcasting</b>		
<b>PALOMAR COLLEGE</b>	1140 West Misson Road San Marcos, CA 92069 <a href="http://www.palomar.edu/">http://www.palomar.edu/</a>	(760) 744-1150
<b>POINT LOMA NAZARENE UNIVERSITY</b>	3900 Lomaland Drive San Diego, CA 92106 <a href="http://www.ptloma.edu">http://www.ptloma.edu</a>	(619) 849-2200
<b>SAN DIEGO CITY COLLEGE</b>	1313 12th Avenue San Diego, CA 92101 <a href="http://www.city.sdccd.cc.ca.us/">http://www.city.sdccd.cc.ca.us/</a>	(619) 230-2400
<b>SOUTHWESTERN COLLEGE</b>	900 Otay Lakes Road Chula Vista, CA 91910 <a href="http://www.swc.cc.ca.us">http://www.swc.cc.ca.us</a>	(619) 421-6700

## **APPENDIX B**

### **SAN DIEGO COUNTY OCCUPATIONS AND WAGES 1997 - 2000**

## Occupations and Wages

Occupational Title	Data Collection Date	----- Wage Range and (Median) -----			
		No Experience	Experience	3 Years with Firm	
<b>Accountant and Auditors</b>	1997	\$7.00 - 14.50 (10.00)	\$9.50 - 24.00 (12.00)	\$13.00 - 33.50 (16.25)	
<b>Activity Directors</b>	1998	\$6.50 - 15.00 (10.82)	\$8.00 - 17.00 (12.08)	\$9.50 - 18.25 (15.34)	
Union Wages:		\$7.00 - 15.27 (12.84)	\$9.00 - 16.04 (14.28)	\$14.64 - 19.54 (16.69)	
<b>Assemblers - Electrical and Electronic Equipment -Precision</b>	1999	\$5.75 - 7.00 (6.50)	\$6.25 - 9.50 (7.63)	\$8.00 - 11.00 (8.50)	
<b>Assemblers and Fabricators - except Machine, Electrical, Electronic and Precision</b>	1999	\$5.75 - 8.00 (5.85)	\$5.75 - 8.75 (6.50)	\$7.00 - 13.00 (9.00)	
<b>Automated Assembly Technicians</b>	1997	\$8.50 - 16.00 (12.00)	\$10.50 - 18.00 (15.00)	\$12.00 - 24.00 (19.75)	
<b>Automotive Body, Related Repairers</b>	2000	\$5.75 - 12.50 (7.50)	\$8.00 - 21.58 (13.50)	\$10.00 - 32.00 (20.50)	
<b>Automotive Mechanics</b>	2000	\$6.00 - 10.00 (7.67)	\$8.25 - 25.00 (13.71)	\$12.00 - 27.81 (20.00)	
<b>Bill and Account Collectors</b> Combined Union and Non-Union Wages:	2000	\$5.75 - 10.02 (9.50)	\$7.50 - 15.00 (10.00)	\$10.00 - 18.99 (13.00)	
<b>Biotechnology Laboratory Assistants</b>	1997	\$5.75 - 12.75 (8.75)	\$7.00 - 15.00 (9.00)	\$8.00 - 19.25 (11.25)	
<b>Bookkeeping, Accounting and Auditing</b>	1999	\$6.00 - 8.50 (6.00)	\$7.00 - 12.00 (10.00)	\$10.00 - 15.34 (12.00)	
Union Wages (Median):		(\$8.50)	(\$8.50)	(\$13.75)	
<b>Bus and Truck Mechanics</b>	1999	N/A	\$7.00 - 14.00 (12.00)	\$11.00 - 20.00 (15.00)	
Union Wages:		(\$13.00)	\$11.50 - 17.78 (12.00)	\$14.00 - 20.00 (15.00)	
<b>Call Center Workers</b> Combined Union and Non - Union Wages:	2000	\$7.00 - 11.61 (8.25)	\$7.00 - 12.11 (9.25)	\$8.00 - 15.76 (11.00)	
<b>Carpenters</b>	1997	\$6.00 - 10.00 (7.25)	\$9.00 - 19.00 (11.50)	\$13.00 - 25.00 (16.50)	
<b>Chemical Equipment Controllers (Bio-Process/Pilot Plant Technicians)</b>	1998	\$11.50 - 15.50 (13.46)	\$12.00 - 20.00 (18.26)	\$13.50 - 23.80 (19.23)	
<b>Chemical Equipment Controllers (Chemical-Process/Pilot Plant Technicians)</b>	1998	\$10.00 - 16.75 (13.67)	\$12.00 - 21.50 (16.30)	\$14.75 - 31.25 (19.18)	
<b>Chemist - except Biochemists</b>	1997	\$8.75 - 19.00 (13.75)	\$12.00 - 21.50 (15.00)	\$15.00 - 26.00 (18.00)	
<b>Child Care Workers</b>	1997	\$5.00 - 9.50 (6.25)	\$6.00 - 12.00 (7.00)	\$6.50 - 15.00 (9.00)	
<b>Civil Engineers</b>	1999	\$12.00 - 18.63 (16.74)	\$14.62 - 23.97 (18.75)	\$18.70 - 33.56 (24.29)	
Union Wages:		\$15.05 - 15.32 (15.19)	\$16.25 - 25.68 (21.00)	\$18.79 - 32.37 (24.71)	
<b>Civil Engineering Technicians and Technologists</b>	1997	\$9.00 - 17.75 (13.00)	\$12.00 - 18.50 (15.00)	\$14.00 - 21.75 (17.75)	
<b>Computer Engineers</b>	1999	\$12.00 - 16.78 (14.92)	\$11.51 - 21.58 (17.16)	\$14.49 - 33.56 (21.69)	

## Occupations and Wages

Occupational Title	Data Collection Date	----- Wage Range and (Median) -----			
		No Experience	Experience	3 Years with Firm	
<b>Computer Network Administrator / Managers</b>	2000	N/A	\$11.99 - 25.57 (20.03)		\$16.78 - 33.56 (26.37)
<b>Computer Programmers</b>	1998	\$9.00 - 19.25 (14.65)	\$11.50 - 28.75 (19.18)		\$14.50 - 36.00 (23.44)
<b>Computer Support Specialists</b> Combined Union and Non-Union Wages:	2000	N/A	\$10.50 - 20.00 (16.04)		\$12.25 - 29.68 (19.72)
<b>Concierge</b>	1998	\$6.00 - 8.00 (7.25)	\$6.75 - 9.00 (8.00)		\$6.75 - 12.00 (9.79)
<b>Concrete and Terrazzo Finishers</b> Combined Union and Non-Union Wages:	2000	\$9.00 - 10.00 (9.50)	\$12.00 - 22.22 (16.00)		\$13.00 - 26.67 (20.00)
<b>Corrections Officers and Jailers</b>	1999	(\$8.17)	(\$10.12)		(\$12.24)
Union Wages:		11.07 - 14.94 (12.24)	11.07 - 14.94 (14.21)		\$12.20 - 20.02 (15.70)
<b>Customer Service Representatives</b>	1998	\$6.00 - 17.25 (8.00)	\$7.25 - 20.50 (9.50)		\$8.00 - 27.50 (11.50)
<b>Data Base Administrators</b>	1999	(\$13.42)	\$12.79 - 21.58 (15.79)		\$16.78 - 28.33 (20.78)
<b>Dental Assistants</b> Combined Union and Non-Union Wages:	2000	\$6.50 - 12.00 (11.00)	\$10.00 - 15.00 (12.00)		\$14.00 - 19.00 (15.00)
<b>Dental Hygienists</b>	1997	\$25.00 - 30.00 (30.00)	\$30.00 - 32.00 (30.50)		\$30.00 - 32.00 (31.00)
<b>Dietetic Technicians</b>	1998	\$5.75 - 13.50 (10.00)	\$6.00 - 14.50 (11.00)		\$9.00 - 15.25 (13.00)
<b>Drafters</b>	2000	\$10.00 - 10.50 (10.25)	\$10.00 - 19.18 (12.95)		\$12.95 - 28.77 (18.00)
<b>Education Administrators</b>	1998	\$9.50 - 32.75 (13.70)	\$12.00 - 40.00 (13.70)		\$13.00 - 42.50 (19.18)
<b>Electrical and Electronic Assemblers</b>	1997	\$5.50 - 8.00 (6.25)	\$6.00 - 12.50 (8.50)		\$7.50 - 18.00 (10.25)
<b>Electrical and Electronic Engineers</b>	1998	\$15.00 - 21.00 (17.35)	\$18.25 - 24.00 (21.58)		\$21.50 - 38.25 (24.93)
<b>Electrical and Electronic Engineering Technicians and Technologists</b>	1998	\$9.50 - 14.00 (12.00)	\$12.25 - 17.00 (14.38)		\$16.00 - 22.00 (18.70)
<b>Electricians</b>	2000	\$7.00 - 9.00 (8.00)	\$9.00 - 20.00 (14.75)		\$15.00 - 23.71 (17.50)
Union Wages:		N/A	\$9.00 - 25.21 (18.25)		\$13.00 - 31.26 (21.90)
<b>Electric Home Appliance and Power Tool Repairers</b>	1999	\$7.50 - 12.00 (10.00)	\$5.75 - 14.00 (11.00)		\$5.75 - 16.00 (14.00)
Including Tips and Commissions:		\$7.50 - 12.00 (12.00)	\$9.00 - 18.00 (12.00)		\$11.00 - 25.00 (17.50)
<b>Employment Interviewers - Private or Public</b>	1997	\$6.50 - 12.50 (9.50)	\$8.00 - 14.50 (11.00)		\$10.00 - 16.75 (12.75)
<b>Events / Meeting Planners</b>	2000	\$8.00 - 11.99 (10.46)	\$8.75 - 15.98 (13.04)		\$10.00 - 19.02 (14.86)
<b>Financial Managers</b>	2000	N/A	\$15.14 - 31.96 (23.66)		\$19.61 - 38.36 (29.41)
<b>Financial Planners</b> Combined Wages and Commissions:	1998	\$7.25 - 23.50 (12.79)	\$12.00 - 34.25 (21.31)		\$21.25 - 43.25 (28.77)

## Occupations and Wages

Occupational Title	Data Collection Date	----- Wage Range and (Median) -----			
		No Experience	Experience	3 Years with Firm	
Food Service Managers	1998	\$8.75 - 13.75 (10.23)	\$9.50 - 14.75 (11.99)	\$11.50 - 17.25 (14.58)	
General Office Clerks	1997	\$5.25 - 10.75 (7.25)	\$5.25 - 10.75 (8.25)	\$7.00 - 11.75 (9.50)	
Graphic Artist	1997	\$6.00 - 14.75 (10.00)	\$8.00 - 17.25 (11.50)	\$10.00 - 22.00 (13.00)	
Hand Packers and Packagers	1999	\$5.75 - 6.50 (6.00)	\$5.75 - 8.00 (6.50)	\$6.50 - 9.50 (7.13)	
Hazardous Materials Removal Workers	1999	\$7.50 - 14.61 (10.00)	\$10.00 - 15.00 (12.00)	\$12.00 - 18.00 (14.76)	
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	1999	\$8.00 - 9.59 (8.25)	\$10.00 - 17.98 (13.00)	\$14.00 - 20.00 (18.00)	
Hotel Desk Clerks	1999	\$7.00 - 8.00 (7.50)	\$7.00 - 8.72 (7.75)	\$8.00 - 10.00 (9.00)	
Human Resources Technicians	1998	\$7.25 - 14.50 (10.00)	\$8.50 - 17.25 (12.00)	\$10.00 - 21.50 (15.17)	
Import / Export Specialists	1997	\$7.25 - 12.50 (10.00)	\$8.00 - 13.50 (11.50)	\$10.00 - 15.00 (14.50)	
Inspectors, Testers and Graders - Precision (Manufacturing Assistants)	1998	\$5.75 - 15.00 (8.00)	\$6.00 - 20.00 (9.00)	\$8.00 - 30.00 (11.51)	
Instructional Aides	1998	\$5.75 - 10.75 (7.40)	\$6.00 - 11.25 (7.75)	\$7.25 - 13.00 (9.25)	
Insurance Underwriters	1997	\$6.00 - 16.00 (11.25)	\$8.00 - 20.25 (13.50)	\$10.00 - 22.75 (18.00)	
Internet Web Site Designers / Developers	2000	\$13.64 - 30.00 (15.00)	\$11.51 - 30.00 (19.18)	\$16.78 - 50.00 (32.36)	
Interpreters, Sign Language	1999	N/A	\$12.05 - 22.00 (18.00)	\$12.05 - 26.00 (24.00)	
Landscape Architects	1997	\$9.00 - 14.00 (12.00)	\$10.00 - 17.00 (14.00)	\$14.00 - 25.00 (18.00)	
Legal Secretaries	1997	\$7.00 - 17.25 (13.25)	\$9.00 - 21.75 (14.75)	\$14.00 - 24.25 (17.25)	
Licensed Vocational Nurses Combined Union and Non-Union Wages:	2000	\$11.00 - 13.00 (11.86)	\$11.00 - 15.30 (12.50)	\$13.50 - 18.71 (16.00)	
Loan and Credit Clerks	1999	\$6.25 - 10.00 (8.75)	\$7.50 - 12.72 (10.00)	\$9.00 - 15.14 (12.50)	
Machinists	1998	\$5.75 - 12.00 (7.00)	\$6.75 - 15.00 (12.00)	\$8.00 - 19.00 (16.00)	
Union Wages:		\$10.00 - 10.25 (10.13)	\$11.00 - 16.00 (13.50)	\$15.00 - 22.00 (18.50)	
Maintenance Repairers - General Utility	1997	\$6.50 - 12.25 (8.00)	\$7.75 - 17.00 (10.00)	\$9.00 - 18.00 (15.00)	
Union Wages (Median):		(\$8.50)	(\$9.00)	(\$13.50)	
Massage Therapists	1999	\$8.50 - 20.00 (17.50)	\$12.00 - 30.00 (20.00)	\$14.00 - 60.00 (25.00)	
Including Tips and Commissions:		\$8.50 - 25.00 (20.00)	\$12.00 - 55.00 (22.00)	\$14.00 - 16.00 (30.00)	
Mechanical Engineers	2000	\$13.04 - 35.00 (17.05)	\$18.03 - 35.00 (21.58)	\$23.01 - 38.00 (28.77)	
Medical and Clinical Laboratory Assistants	1998	\$6.75 - 10.50 (8.00)	\$7.75 - 13.00 (9.50)	\$10.00 - 17.00 (12.34)	
Medical Assistants	1998	\$6.00 - 8.00 (7.50)	\$8.00 - 11.00 (9.00)	\$9.00 - 13.00 (10.00)	
Medical Records Technicians	1997	\$5.25 - 13.75 (7.25)	\$5.75 - 16.00 (8.25)	\$6.50 - 21.00 (9.50)	
Medical Secretaries	1998	\$6.00 - 10.00 (7.91)	\$7.25 - 11.50 (9.00)	\$8.50 - 14.00 (11.00)	
Medicine and Health Service Managers	1999	\$10.15 - 15.34 (12.75)	\$11.67 - 25.11 (18.59)	\$12.00 - 36.50 (25.29)	

## Occupations and Wages

Occupational Title	Data Collection Date	----- Wage Range and (Median) -----			
		No Experience	Experience	3 Years with Firm	
Multimedia Specialists	1999	\$10.00 - 15.34 (12.50)	\$10.00 - 18.00 (13.85)	\$12.79 - 30.00 (18.09)	
Nurse Aides	1997	\$5.25 - 11.00 (7.00)	\$6.25 - 11.00 (7.50)	\$7.00 - 13.00 (9.00)	
Occupational Therapy Assistants	1998	\$8.75 - 15.00 (12.38)	\$9.50 - 17.00 (14.00)	\$12.00 - 20.00 (17.00)	
Operating Engineers (Heavy Equipment Operators)	1997	\$8.00 - 16.00 (12.75)	\$12.00 - 22.50 (16.00)	\$16.00 - 33.00 (20.00)	
Ophthalmic Technicians	1997	\$6.00 - 13.00 (9.75)	\$8.00 - 15.00 (12.00)	\$10.50 - 18.00 (15.00)	
Paralegal Personnel	1997	\$9.00 - 15.50 (13.00)	\$12.75 - 20.50 (15.75)	\$15.00 - 24.00 (19.00)	
Painters, Paperhangers - Construction and Maintenance	1999	\$5.75 - 7.50 (6.00)	\$7.00 - 14.25 (9.00)	\$8.00 - 16.00 (11.00)	
Personal and Home Care Aides	1999	\$5.75 - 7.00 (6.13)	\$6.25 - 8.00 (7.00)	\$7.00 - 10.00 (8.50)	
Personnel Trainers	1998	\$11.00 - 28.75 (14.38)	\$13.50 - 38.25 (19.18)	\$16.50 - 48.00 (25.57)	
Personnel, Training, Labor - Relations Managers	2000	N/A	\$12.95 - 26.37 (17.24)	\$16.78 - 38.36 (23.97)	
Pharmacy Technicians	1999	\$6.00 - 7.50 (6.75)	\$6.50 - 13.15 (11.00)	\$9.00 - 15.81 (12.00)	
Union Wages:		\$6.75 - 9.00 (7.00)	\$7.50 - 12.00 (8.00)	\$9.50 - 14.00 (10.00)	
Physical Therapists	1998	\$13.50 - 24.00 (19.00)	\$16.75 - 26.00 (21.89)	\$19.25 - 31.00 (27.00)	
Physical Therapy Assistants	2000	\$8.00 - 12.45 (9.50)	\$11.25 - 22.00 (16.50)	\$15.00 - 22.00 (19.00)	
Physicians' Assistants	1999	N/A	\$21.10 - 26.00 (23.97)	\$26.01 - 43.15 (33.80)	
Plumbers, Pipefitters, and Steamfitters	1999	\$7.00 - 9.50 (9.00)	\$10.00 - 17.00 (13.25)	\$14.00 - 25.00 (17.00)	
Probation and Parole Officers	1997	\$12.00 - 16.00 (14.00)	\$17.25 - 17.50 (17.25)	\$19.25 - 21.25 (20.25)	
Production Supervisors / Managers (First Line Supervisors and Manager / Supervisors)	1997	\$8.50 - 20.25 (14.00)	\$9.50 - 26.25 (15.25)	\$11.00 - 32.25 (17.50)	
Public Relations Managers	1997	\$8.00 - 14.50 (9.75)	\$9.00 - 20.50 (13.25)	\$13.75 - 24.00 (18.00)	
Public Relations Specialists and Publicity Writers	1999	\$8.63 - 11.51(10.00)	\$9.59 - 15.34 (12.55)	\$11.77 - 20.00 (16.35)	
Purchasing Managers	2000	N/A	\$12.00 - 24.53 (19.66)	\$15.34 - 39.76 (26.41)	
Quality Assurance Technicians	2000	\$10.00 - 14.00 (11.99)	\$7.50 - 19.18 (15.29)	\$9.00 - 28.77 (20.00)	
Receptionist and Information Clerks	2000	\$6.00 - 8.00 (7.00)	\$7.00 - 11.51 (9.00)	\$9.00 - 13.50 (12.00)	
Recreation Workers	2000	\$5.75 - 8.50 (6.79)	\$5.75 - 12.38 (8.50)	\$7.00 - 17.68 (10.50)	
Registered Nurses	1997	\$10.00 - 18.00 (15.50)	\$13.00 - 22.00 (16.00)	\$16.00 - 32.00 (20.00)	
Union Wages:		\$15.00 - 16.00 (15.50)	\$16.75 - 17.00 (17.00)	\$18.50 - 19.75 (19.25)	

## Occupations and Wages

Occupational Title	Data Collection Date	----- Wage Range and (Median) -----			
		No Experience	Experience	3 Years with Firm	
<b>Roofers</b>	1999	\$5.75 - 9.00 (7.50)	\$6.50 - 17.00 (10.00)	\$8.00 - 20.00 (14.50)	
Union Wages (Median):		(\$7.00)	(\$8.50)	(\$13.00)	
<b>Sales Representatives, (except Scientific and Retail)</b>	1999	\$9.00 - 16.06 (10.36)	\$6.44 - 21.31 (13.04)	\$7.36 - 19.61 (14.20)	
Including Commissions and Bonus:		\$9.54 - 17.84 (12.10)	\$9.68 - 29.44 (17.19)	\$13.86 - 42.61 (25.13)	
<b>Sales Representatives, Scientific (except Retail)</b>	2000	N/A	\$7.19 - 21.58 (15.00)	\$9.59 - 33.56 (18.84)	
<b>Salespersons, Retail (except Vehicle Sales)</b>	2000	\$5.75 - 7.00 (6.50)	\$6.35 - 8.50 (7.50)	\$7.00 - 11.00 (9.00)	
<b>Secretaries, except Legal and Medical</b>	1998	\$6.00 - 10.50 (9.35)	\$7.00 - 13.25 (11.50)	\$9.00 - 17.25 (14.00)	
<b>Sewing Machine Operators - Garment</b>	1998	\$5.75 - 6.00 (5.75)	\$5.75 - 7.75 (6.50)	\$5.75 - 9.75 (7.50)	
<b>Sheet Metal Workers</b>	1999	\$5.75 - 10.00 (7.00)	\$7.00 - 13.00 (10.13)	\$10.00 - 18.00 (14.50)	
<b>Sheriffs and Deputy Sheriffs</b>	1998	(\$13.00)	(\$18.50)	(\$20.50)	
<b>Software Engineers</b>	2000	\$11.00 - 19.18 (15.77)	\$14.00 - 31.16 (20.89)	\$19.18 - 38.36 (29.83)	
<b>Stationary Engineers (Power Plant Operator)</b>	1997	\$8.25 - 13.00 (10.00)	\$9.75 - 15.00 (12.00)	\$11.50 - 17.00 (16.00)	
Union Wages:		\$9.50 - 16.00 (14.00)	\$12.00 - 17.00 (16.00)	\$15.50 - 24.00 (20.00)	
<b>Stock Clerks - Sales Floor</b>	1997	\$5.00 - 7.00 (5.25)	\$5.25 - 8.00 (6.00)	\$5.50 - 9.50 (7.25)	
<b>Stock Clerks - Stock Room, Warehouse, Storage Yard</b>	1998	\$5.75 - 10.25 (7.00)	\$6.50 - 10.75 (8.00)	\$6.50 - 10.75 (10.00)	
<b>Substance Abuse / Chemical Dependency Counselors</b>	1997	\$6.00 - 14.50 (10.25)	\$7.00 - 16.75 (11.50)	\$9.00 - 20.00 (13.75)	
<b>Surgical Technicians</b>	1997	\$8.50 - 12.75 (10.50)	\$10.25 - 14.00 (12.00)	\$12.00 - 17.00 (14.00)	
<b>System Analysts - Electronic Data Processing</b>	1997	\$11.50 - 24.00 (16.25)	\$13.00 - 26.25 (17.75)	\$14.00 - 31.25 (20.50)	
<b>Teachers - Elementary School</b>	1998	\$6.39 - 15.37 (13.46)	\$6.67 - 17.66 (14.80)	\$7.46 - 22.41 (17.55)	
<b>Teachers - Preschool</b>	1999	N/A	\$6.75 - 9.00 (7.50)	\$7.00 - 11.00 (8.75)	
<b>Teachers - Secondary School</b>	1998	\$10.74 - 15.71 (13.61)	\$11.36 - 17.66 (15.55)	\$12.95 - 26.62 (17.62)	
<b>Teachers - Special Education</b>	2000	\$8.58 - 14.86 (8.63)	\$8.63 - 19.18 (13.66)	\$10.07 - 21.58 (16.78)	
Union Wages:		\$13.42 - 21.37 (15.58)	\$14.25 - 24.07 (17.20)	\$15.34 - 26.60 (20.72)	
<b>Teachers and Instructors - Vocational Education and Training</b>	1999	(\$12.00)	\$8.00 - 25.79 (13.50)	\$10.00 - 32.02 (17.87)	
<b>Technical Writers</b>	1997	\$10.00 - 22.00 (15.00)	\$13.50 - 24.00 (18.00)	\$16.75 - 32.00 (23.75)	
<b>Telecommunication Technicians</b>	2000	\$12.00 - 15.00 (13.50)	\$9.13 - 25.00 (17.00)	\$16.00 - 30.00 (\$23.97)	

## Occupations and Wages

Occupational Title	Data Collection Date	----- Wage Range and (Median) -----			
		No Experience	Experience	3 Years with Firm	
Telephone and Cable T.V. Line Installers and Repairers	1999	\$6.00 - 12.00 (7.63)	\$8.00 - 15.34 (10.00)	\$9.75 - 20.00 (13.00)	
Tool and Die Makers	1999	\$13.27 - 15.18 (14.23)	\$10.50 - 18.45 (15.00)	\$12.50 - 26.37 (20.00)	
Traffic, Shipping, and Receiving Clerks	2000	\$6.50 - 7.75 (7.00)	\$6.75 - 11.88 (8.25)	\$8.00 - 15.00 (10.00)	
Travel Agents	1997	\$6.00 - 9.00 (6.25)	\$7.00 - 11.50 (9.00)	\$8.00 - 15.00 (11.00)	
Truck Drivers, Light - include Delivery and Route Workers	1998	\$5.75 - 10.50 (7.68)	\$5.75 - 12.00 (8.08)	\$6.50 - 18.00 (10.00)	
Truck Drivers, Heavy or Tractor Trailers	1998	\$8.00 - 15.00 (11.19)	\$9.25 - 19.00 (14.00)	\$12.75 - 26.00 (17.50)	
Union Wages:		\$10.00 - 18.75 (11.50)	\$11.00 - 18.75 (12.50)	\$12.50 - 18.75 (16.00)	
Vocational and Educational Counselors	1998	\$9.00 - 15.00 (11.99)	\$12.00 - 20.00 (13.90)	\$13.50 - 21.00 (17.43)	
Union Wages:		\$12.47 - 16.00 (14.59)	\$13.43 - 22.00 (15.41)	\$14.38 - 27.00 (18.29)	
Waiters / Waitresses (Banquet Servers)	1997	\$5.00 - 25.50 (13.00)	\$6.50 - 26.00 (14.00)	\$8.00 - 28.00 (17.00)	
Union Wages Including Tips and Base Wages:		\$7.00 - 16.50 (15.25)	\$7.00 - 21.50 (17.25)	\$8.50 - 24.50 (20.25)	
Welders and Cutters	1997	\$5.50 - 15.00 (7.00)	\$8.00 - 20.00 (12.00)	\$13.00 - 25.00 (14.00)	
Union Wages (Median):		(\$10.00)	(\$12.50)	(\$15.50)	
Writers and Editors	2000	\$7.50 - 12.11 (10.55)	\$8.00 - 23.97 (12.50)	\$8.50 - 28.77 (15.14)	



## APPENDIX C

### REGIONAL CALIFORNIA AGENCIES PROVIDING LOCAL LABOR MARKET INFORMATION

#### LOCAL AGENCY / ADDRESS

**Alameda County**, Workforce Investment Board  
22225 Foothill Boulevard, Suite 4  
Hayward, CA 94541  
(510) 670-5700

**Butte County**, Private Industry Council  
2185 Baldwin Avenue  
Oroville, CA 95966  
(530) 538-6798

**Contra Costa County**, Workforce Investment Board  
2425 Bisso Lane, Suite 100  
Concord, CA 94520-4817  
(925) 646-5239

**Fresno County**, Workforce Development Board  
1999 Tuolome Street, Suite 700  
Fresno, CA 93721  
(209) 233-3744

**Golden Sierra**, Job Training Agency  
(Alpine, Eldorado, Nevada, Placer, Sierra Counties)  
11549 "F" Avenue / DeWitt Center  
Auburn, CA 95603  
(530) 823-4631

**Humboldt County**, Employment Training Department  
930 Sixth Street  
Eureka, CA 95501  
(707) 441-4642

Workforce Investment Board of **Imperial County**  
760 Main Street  
El Centro, CA 92243  
(760) 353-5050

**Kern / Inyo / Mono Counties**, Employer's Training Resource  
2001 28th Street  
Bakersfield, CA 93301  
(661) 336-6849

**Kings County**, Job Training Office  
1400 West Lacey Boulevard  
Hanford, CA 93230  
(559) 582-9213

**Los Angeles County**,  
City of Long Beach, Business Development Center  
200 Pine Avenue, Suite 400  
Long Beach, CA 90802  
(562) 570-3865

**LOCAL AGENCY / ADDRESS**

**Madera County**, Workforce Development Office  
209 East Seventh Street  
Madera, CA 93638  
(559) 673-7031

**Mendocino County**, Workforce Investment Board  
630 Kings Court, Suite 204  
Ukiah, CA 95482  
(707) 468-1196

**Merced County**, Workforce Investment Board  
1880 Wardrobe Avenue  
Merced, CA 95340  
(209) 385-7324 ext. 2042

**Monterey County**, Workforce Investment Board  
730 LaGuardia Street  
Salinas, CA 93902  
(831) 755-3247

**Mother Lode**, Job Training Agency  
**(Amador, Calaveras, Mariposa, Tuolumne Counties)**  
19900 Cedar Road North  
Sornora, CA 95370  
(209) 533-3396

**North Bay Employment Connection**  
**(Marin, Napa, Solano, Sonoma Counties)**  
1700 Second Street, Suite 378  
Napa, CA 94559  
(707) 253-4291

**Northern Rural Training and Employment Consortium**  
**(Del Norte, Lassen, Modoc, Plumas, Siskiyou, Tehama, Trinity Counties)**  
7420 Skyway  
Paradise, CA 95969  
(530) 872-9600

**North Central Counties Consortium**  
**(Colusa, Glenn, Lake, Sutter, Yuba Counties)**  
1215 Plumas Street, Suite 1800  
Yuba City, CA 95991  
(530) 822-7145

**Orange County** Workforce Investment Board  
1300 South Grand, Building B, Third Floor  
Santa Ana, CA 92705  
(714) 567-7530

**Riverside County**, Economic Development Agency  
1151 Spruce Street  
Riverside, CA 92507  
(909) 955-3100

**Sacramento / Yolo County**, Department of Employment  
120 West Main Street  
Woodland, CA 95695  
(530) 661-2900

**San Benito County**, Workforce Investment Board  
1131 San Felipe Road  
Hollister, CA 95023  
(408) 637-9293

#### **LOCAL AGENCY / ADDRESS**

**County of San Bernardino**, Jobs and Employment Services  
1075 South Mt. Vernon Avenue  
Colton, CA 92324  
(909) 872-1574

**San Francisco**, Workforce Investment Board  
1650 Mission Street, Suite 300  
San Francisco, CA 94103  
(415) 431-8700

**San Joaquin County**, Workforce Investment Board  
850 North Hunter Street  
Stockton, CA 95202  
(209) 468-3600

**San Luis Obispo County**, Workforce Investment Board  
4111 Broad Street, Suite A  
San Luis Obispo, CA 93401  
(805) 788-2600

**San Mateo County**, Workforce Investment Board  
262 Harbor Boulevard, Building A  
Belmont, CA 94002  
(650) 802-5171

**Santa Barbara County**, Job Training Network  
234 Camino Del Remedio  
Santa Barbara, CA 93110  
(805) 882-3675

**Santa Clara County**, NOVA Private Industry Council  
505 West Olive Avenue, Suite 550  
Sunnyvale, CA 94086  
(408) 730- 7232

**Santa Cruz County**, Career Works  
1040 Emeline Avenue, Building E  
Santa Cruz, CA 95060  
(831) 454-4080

**Shasta County**, Private Industry Council  
1220 Sacramento Street  
Redding, CA 96001  
(530) 245-1584

**Stanislaus County**, Workforce Investment Board  
251 E. Hackett Road, C-2 P.O. Box 3389  
Modesto, CA 95353  
(209) 558-2110

**Tulare County**, Workforce Investment Board  
2374 West Whitendale  
Visalia, CA 93277  
(209) 737-4246

**County of Ventura**, Workforce Development Division  
505 Poli Street  
Ventura, CA 93001  
(805) 652-7634

**Please return completed questionnaire to:**

John Berkley  
San Diego Workforce Partnership, Inc.  
1551 4th Avenue, Suite 600  
San Diego, CA 92101

**Call with any questions you may have.**

Phone: (619) 744-0357

Fax: (619) 544-9691

**ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL**

Whom should we contact with any further questions?

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

Please complete this questionnaire for the occupation described below. Please confine your answers to locations in San Diego County.

## **Receptionists and Information Clerks**

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Please do not include Receptionists who primarily operate switchboards.

1. What job title(s) does your firm use for **these duties**. *Job Title(s)* \_\_\_\_\_

2. How many employees do you currently have **in this occupation**? \_\_\_\_\_

**In this occupation**, how many are: **MALE**? \_\_\_\_\_ **FEMALE**? \_\_\_\_\_

**In this occupation**, how many current employees are there; and on average, how many weekly hours do they work?

	<b>NUMBER OF EMPLOYEES</b>	<b>AVERAGE WEEKLY HOURS WORKED</b>
Regular, Full Time:	_____	_____
Regular, Part Time:	_____	_____
Temporary or On-Call:	_____	_____
Seasonal:	_____	_____

3. In your firm, what shifts are available for **this occupation**? Day ☐ Swing ☐ Graveyard ☐ Other ☐ (please specify) \_\_\_\_\_

4. Has your firm hired **in this occupation** within the last 12 months? Yes ☐ No ☐

If yes, how many were hired to fill vacancies resulting from **promotions** within your firm? \_\_\_\_\_

If yes, how many were hired to fill vacancies resulting from **people in permanent positions leaving your firm**? \_\_\_\_\_

If yes, how many were hired to fill new permanent positions resulting from **growth**? \_\_\_\_\_

If yes, how many were hired to fill **temporary, on-call or seasonal positions**? \_\_\_\_\_

5. During the **last 12 months**, did your firm's employment **in this occupation**: (check one)

**DECLINE** ☐ **REMAIN STABLE** ☐ **GROW** ☐

Over the **next 24 months**, do you expect your firm's employment **in this occupation** to: (check one)

**DECLINE** ☐ **REMAIN STABLE** ☐ **GROW** ☐

6. When you hire applicants **for this occupation**, is prior experience in this occupation required?

Yes ☐ No ☐ Not required but preferred ☐

If **yes** or **preferred**, how much experience **in this occupation** is required/preferred? \_\_\_\_\_ (months)

Is experience in other occupations accepted? Yes ☐ No ☐ Please specify: Occupation \_\_\_\_\_ (months) \_\_\_\_\_

7. If prior **experience is required** when you hire applicants **for this occupation**, indicate how difficult it is for your firm to find fully qualified applicants. (please check one) NOT DIFFICULT 1. ☐ 2. ☐ 3. ☐ 4. ☐ DIFFICULT

8. If prior **experience is not required** when you hire applicants **for this occupation**, indicate how difficult it is for your firm to find fully qualified applicants. (please check one) NOT DIFFICULT 1. ☐ 2. ☐ 3. ☐ 4. ☐ DIFFICULT

9. Does your firm accept training as a substitute for experience **in this occupation**? Yes ☐ No ☐

If yes how many months of training can generally be substituted? \_\_\_\_\_ (months)

10. Is technical or vocational training required prior to employment **in this occupation**? Yes ☐ No ☐ Not required but preferred ☐

If yes or **preferred**, what kind of training is **required**? \_\_\_\_\_ (months)

11. What is the minimum level of education your firm **requires** when hiring an applicant **in this occupation**? (check one).

LESS THAN HIGH SCHOOL DIPLOMA	<input type="checkbox"/>	BACHELOR DEGREE (4 YEAR DEGREE)	<input type="checkbox"/>
HIGH SCHOOL DIPLOMA OR EQUIVALENT	<input type="checkbox"/>	GRADUATE STUDY	<input type="checkbox"/>
ASSOCIATE DEGREE (2 YEAR DEGREE)	<input type="checkbox"/>		

12. What is the usual income earned by your firms employees **in this occupation** at the following levels of skill and experience?

	BASE WAGE OR SALARY	OTHER COMPENSATION	TYPE of COMPENSATION
New Hires With <b>No Experience</b> : (trained or untrained)	\$ _____	\$ _____	<input type="checkbox"/> Commission
New Hires Who Are <b>Experienced</b> :	\$ _____	\$ _____	<input type="checkbox"/> Tips <input type="checkbox"/> Bonus
Experienced Employees <b>After Three Years</b> :	\$ _____	\$ _____	<input type="checkbox"/> Piece Rate
(with your firm)	Hour <input type="checkbox"/> Week <input type="checkbox"/>	Hour <input type="checkbox"/> Week <input type="checkbox"/>	<input type="checkbox"/> Other
Please check one:	Month <input type="checkbox"/> Year <input type="checkbox"/>	Month <input type="checkbox"/> Year <input type="checkbox"/>	Specify _____

13. Are the wages for employees **in this occupation** subject to a **collective bargaining** or **union** agreement? Yes ☐ No ☐

If yes, what is the name of the union or local number? \_\_\_\_\_

14. Please check which benefits your firm offers, full-time (FT) and part time (PT) employees **in this occupation** and which best describes who pays for them.

	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>		<u>Not provided</u>	
	FT	PT	FT	PT	FT	PT	FT	PT
MEDICAL INSURANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DENTAL INSURANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VISION INSURANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFE INSURANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SICK TIME	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VACATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RETIREMENT PLAN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHILD CARE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(please specify) \_\_\_\_\_

15. Does your firm ever promote employees **in this occupation** to higher level positions? Yes ☐ No ☐

If yes, what are the titles of the positions to which they are promoted? \_\_\_\_\_

What skills are important for career advancement? \_\_\_\_\_

16. When your firm hires employees **for this occupation**, which are the top **three** most successful recruitment methods?

IN-HOUSE PROMOTIONS OR TRANSFERS	<input type="checkbox"/>	NEWSPAPER ADVERTISEMENTS	<input type="checkbox"/>	INTERNET	<input type="checkbox"/>
EMPLOYMENT DEVELOPMENT DEPARTMENT	<input type="checkbox"/>	WALK IN APPLICANTS	<input type="checkbox"/>	COLLEGES/UNIVERSITIES	<input type="checkbox"/>
SCHOOL / PROGRAM REFERRALS	<input type="checkbox"/>	UNION HALL REFERRALS	<input type="checkbox"/>	EMPLOYEES' REFERRALS	<input type="checkbox"/>
PRIVATE EMPLOYMENT AGENCIES	<input type="checkbox"/>	TRADE JOURNALS	<input type="checkbox"/>		
SAN DIEGO WORKFORCE PARTNERSHIP	<input type="checkbox"/>				

Other (Please specify): \_\_\_\_\_

17. Are you aware of any **new, changing, or emerging occupations** in your industry? YES ☐ NO ☐

(Please specify): \_\_\_\_\_

18. Would you like to receive a **complimentary copy** of the survey results for this occupation? YES ☐ NO ☐

## RECEPTIONISTS AND INFORMATION CLERKS

Please rate each of the following qualifications, on a scale of 0 to 3, as to their level of importance for job entry.

	NOT IMPORTANT		VERY IMPORTANT	
Oral communications skills	0	1	2	3
Ability to write legibly	0	1	2	3
Ability to read and follow instructions	0	1	2	3
Ability to work under close supervision	0	1	2	3
Ability to work independently	0	1	2	3
Telephone answering skills	0	1	2	3
Ability to use a multi-line command system	0	1	2	3
Customer service skills	0	1	2	3
Knowledge of company products or services	0	1	2	3
Ability to perform other clerical duties	0	1	2	3
Ability to work under pressure	0	1	2	3
Ability to use a computer	0	1	2	3
Ability to write effectively	0	1	2	3
Professional appearance	0	1	2	3
Good nature, friendly and positive attitude	0	1	2	3
Ability to handle crises situations	0	1	2	3
Ability to sit for long periods of time	0	1	2	3

What computer software skills if any does your firm seek in applicants for this occupation?  
(check all that apply)

Word Processing ☐      Spreadsheet ☐      Database ☐      Desktop Publishing ☐  
Other ☐


What other new skills are needed to perform the duties in this occupation? (Please specify)

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